

Welcome



iPad User Guide

Everything you need to know about iPad



Get started

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

[Setup basics](#)



Add a personal touch

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

[Make your iPad your own](#)



Stay connected

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

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



Multitask with iPad

Learn how to work with multiple apps at the same time and switch between the apps you use the most.

[Customize your workspace](#)



Boost your creativity

Discover new ways to express yourself with Apple Pencil.

[Do more with Apple Pencil](#)

To explore the iPad User Guide, click Table of Contents at the top of the page, or enter a word or phrase in the search field.

Introducing iPad

iPad models

iPad models compatible with iPadOS 18

This guide helps you get started using iPad and discover all the amazing things it can do with iPadOS 18.1, which is compatible with the following models:



iPad mini (6th generation)

iPad XXXX

iPad (10th generation)

iPad Air (4th generation)

iPad Air (5th generation)

iPad Air 11-inch (M2)

iPad Air 13-inch (M2)

iPad Pro 11-inch (1st generation)

iPad Pro 11-inch (2nd generation)

iPad Pro 11-inch (3rd generation)

iPad Pro 11-inch (4th generation)

iPad Pro 11-inch (M4)

iPad Pro 12.9-inch (3rd generation)

iPad Pro 12.9-inch (4th generation)

iPad Pro 12.9-inch (5th generation)

iPad Pro 12.9-inch (6th generation)

iPad Pro 13-inch (M4)



iPad mini (5th generation)

iPad (7th generation)

iPad (8th generation)

iPad (9th generation)

iPad Air (3rd generation)

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

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

Identify your iPad model and iPadOS version

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

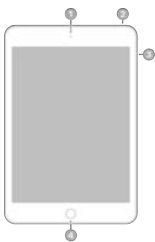
To determine your iPad model from the physical details, see the Apple Support article [Identify your iPad model](#).

Get iPadOS updates

To update your iPad to the latest iPadOS software compatible with your model, go to Settings  > General > Software Update. See [Update iPadOS](#).

iPad mini (5th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad mini (5th generation).



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



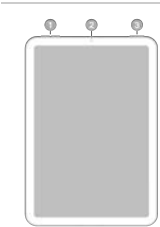
- 4 Rear camera
- 5 Headphone jack
- 7 Lightning connector
- 8 SIM tray (Wi-Fi + Cellular)

Get started with iPad mini

- [Turn on and set up iPad](#)
- [Learn basic gestures](#)
- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
- [What's new in iPadOS 18](#)

iPad mini (6th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad mini (6th generation).



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



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

Get started with iPad mini

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

Learn the location of the cameras, buttons, and other essential hardware features on iPad XXXX.



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



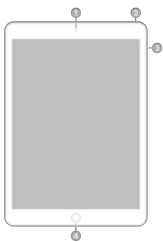
- 1 Rear camera
- 2 Flash
- 3 USB-C connector
- 4 SIM tray (Wi-Fi + Cellular)
- 5 Magnetic connector for Apple Pencil

Get started with iPad XXXX

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iPad (7th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad (7th generation).



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



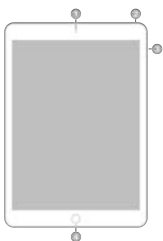
- 1 Rear camera
- 2 Headphone jack
- 3 Smart Connector
- 4 Lightning connector
- 5 SIM tray (Wi-Fi + Cellular)

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iPad (8th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad (8th generation).



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



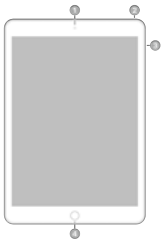
- 6 Rear camera
- 8 Headphone jack
- 7 Smart Connector
- 9 Lightning connector
- 10 SIM tray (Wi-Fi + Cellular)

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iPad (9th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad (9th generation).



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



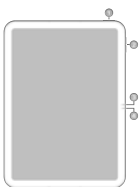
- 6 Rear camera
- 8 Headphone jack
- 7 Smart Connector
- 9 Lightning connector
- 10 SIM tray (Wi-Fi + Cellular)

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iPad (10th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad (10th generation).



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



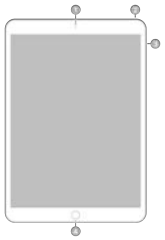
- 6 Rear camera
- 5 Microphone
- 7 Smart Connector
- 8 USB-C connector
- 9 SIM tray (Wi-Fi + Cellular)

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iPad Air (3rd generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Air (3rd generation).



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



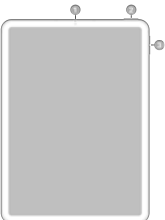
- 6 Rear camera
- 5 Headphone jack
- 7 Smart Connector
- 8 Lightning connector
- 9 SIM tray (Wi-Fi + Cellular)

Get started with iPad Air

- [Turn on and set up iPad](#)
- [Learn basic gestures](#)
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iPad Air (4th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Air (4th generation).



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



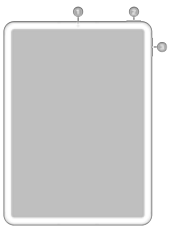
- 1 Rear camera
- 2 Smart Connector
- 3 USB-C connector
- 4 SIM tray (Wi-Fi + Cellular)
- 5 Magnetic connector for Apple Pencil

Get started with iPad Air

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iPad Air (5th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Air (5th generation).



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



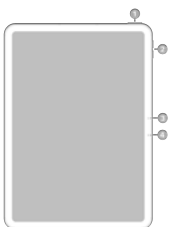
- 1 Rear camera
- 2 Smart Connector
- 3 USB-C connector
- 4 SIM tray (Wi-Fi + Cellular)
- 5 Magnetic connector for Apple Pencil

Get started with iPad Air

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iPad Air 11-inch (M2)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Air 11-inch (M2).



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



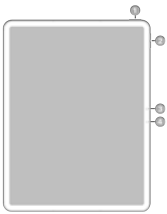
- ⑥ Rear camera
- ⑤ Rear microphone
- ⑦ Smart Connector
- ⑧ USB-C connector
- ⑨ Magnetic connector for Apple Pencil

Get started with iPad Air

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iPad Air 13-inch (M2)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Air 13-inch (M2).



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



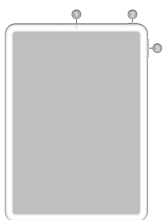
- ⑥ Rear camera
- ⑤ Rear microphone
- ⑦ Smart Connector
- ⑧ USB-C connector
- ⑨ Magnetic connector for Apple Pencil

Get started with iPad Air

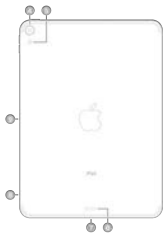
- [Turn on and set up iPad](#)
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- [Make your iPad your own](#)
- [Keep in touch with friends and family](#)
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iPad Pro 11-inch (1st generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Pro 11-inch (1st generation).



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



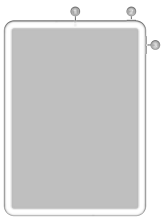
- ④ Rear camera
- ⑤ Flash
- ⑥ Smart Connector
- ⑦ USB-C connector
- ⑧ SIM tray (Wi-Fi + Cellular)
- ⑨ Magnetic connector for Apple Pencil

Get started with iPad Pro

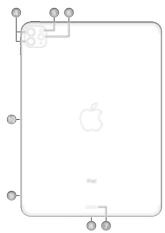
- [Turn on and set up iPad](#)
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- [Make your iPad your own](#)
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iPad Pro 11-inch (2nd generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Pro 11-inch (2nd generation).



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



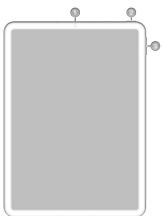
- ④ Rear cameras
- ⑤ Flash
- ⑥ LiDAR Scanner
- ⑦ Smart Connector
- ⑧ USB-C connector
- ⑨ SIM tray (Wi-Fi + Cellular)
- ⑩ Magnetic connector for Apple Pencil

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iPad Pro 11-inch (3rd generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Pro 11-inch (3rd generation).



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



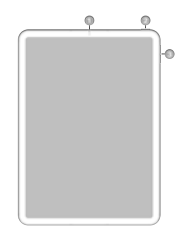
- 4 Rear cameras
- 5 Flash
- 6 LiDAR Scanner
- 7 Smart Connector
- 8 Thunderbolt / USB 4 connector
- 9 SIM tray (Wi-Fi + Cellular)
- 10 Magnetic connector for Apple Pencil

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iPad Pro 11-inch (4th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Pro 11-inch (4th generation).



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



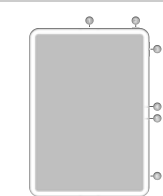
- 4 Rear cameras
- 5 Flash
- 6 LiDAR Scanner
- 7 Smart Connector
- 8 Thunderbolt / USB 4 connector
- 9 SIM tray (Wi-Fi + Cellular)
- 10 Magnetic connector for Apple Pencil

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iPad Pro 11-inch (M4)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Pro 11-inch (M4).



- 1 Microphone
- 2 Top button
- 3 Volume buttons
- 4 Camera
- 5 Microphone
- 6 Microphone



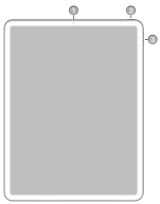
- 7 LiDAR Scanner
- 8 Rear camera
- 9 Rear ambient light sensor
- 10 Flash
- 11 Microphone
- 12 Smart connector
- 13 USB connector
- 14 Magnetic connector for Apple Pencil

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iPad Pro 12.9-inch (3rd generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Pro 12.9-inch (3rd generation).



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



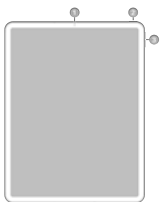
- 4 Rear camera
- 5 Flash
- 6 Smart Connector
- 7 USB-C connector
- 8 SIM tray (Wi-Fi + Cellular)
- 9 Magnetic connector for Apple Pencil

Get started with iPad Pro

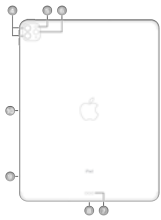
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iPad Pro 12.9-inch (4th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Pro 12.9-inch (4th generation).



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



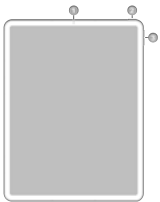
- ④ Rear cameras
- ⑤ Flash
- ⑥ LiDAR Scanner
- ⑦ Smart Connector
- ⑧ USB-C connector
- ⑨ SIM tray (Wi-Fi + Cellular)
- ⑩ Magnetic connector for Apple Pencil

Get started with iPad Pro

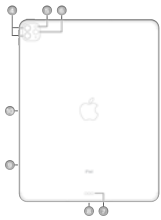
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iPad Pro 12.9-inch (5th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Pro 12.9-inch (5th generation).



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



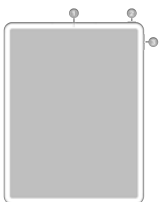
- ④ Rear cameras
- ⑤ Flash
- ⑥ LiDAR Scanner
- ⑦ Smart Connector
- ⑧ Thunderbolt / USB 4 connector
- ⑨ SIM tray (Wi-Fi + Cellular)
- ⑩ Magnetic connector for Apple Pencil

Get started with iPad Pro

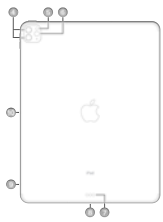
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iPad Pro 12.9-inch (6th generation)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Pro 12.9-inch (6th generation).



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



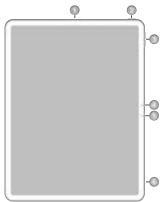
- 4 Rear cameras
- 5 Flash
- 6 LiDAR Scanner
- 7 Smart Connector
- 8 Thunderbolt / USB 4 connector
- 9 SIM tray (Wi-Fi + Cellular)
- 10 Magnetic connector for Apple Pencil

Get started with iPad Pro

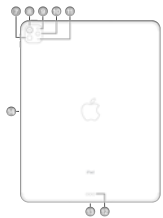
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iPad Pro 13-inch (M4)

Learn the location of the cameras, buttons, and other essential hardware features on iPad Pro 13-inch (M4).



- 1 Microphone
- 2 Top button
- 3 Volume buttons
- 4 Front camera
- 5 Microphone
- 6 Microphone



- 7 LiDAR Scanner
- 8 Rear camera
- 9 Rear ambient light sensor
- 10 Flash
- 11 Microphone
- 12 Smart connector
- 13 USB-C connector
- 14 Magnetic connector for Apple Pencil

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Setup basics

Setup basics

iPad has an easy setup process to help you get going when you first turn on your device. Whether you're just getting started or want to make sure you have the basics set up, you're in the right place.



Transfer your apps and info onto your new iPad

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



Connect to Wi-Fi and set up cellular service

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

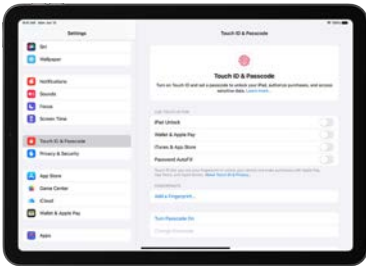
If you have a Wi-Fi + Cellular model, you can activate cellular service on your iPad using an eSIM (go to Settings  > Cellular Data). Or on [supported iPad models](#), install a nano-SIM provided by your carrier.



Sign in to your Apple Account

You use your Apple Account to access to Apple services such as the App Store, the iTunes Store, Apple Books, Apple Music, FaceTime, iCloud, iMessage, and more.

To sign in to your Apple Account, go to Settings  > Apple Account. If you have an iPhone (with iOS 17 or later) or another iPad (with iPadOS 17 or later), you can simply bring your iPad near your other device. Otherwise, you can manually sign in. To verify that you're signed in, go to Settings  > [your name]; your Apple Account appears below your name.



Set up Face ID or Touch ID

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

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

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

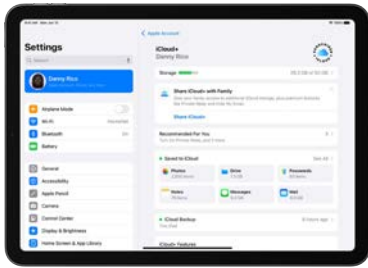


Turn on Find My iPad

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

Go to Settings > [your name] > Find My, tap Find My iPad, then turn on Find My iPad.

You can see the location of your devices in the Find My app . If you lose your iPad and don't have access to the Find My app, you can locate your device using Find Devices on iCloud.com.



Store your data in iCloud

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

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

Want to learn more?

- [Turn on and set up](#)
- [Set up cellular service \(Wi-Fi + Cellular models\)](#)
- [Connect to the internet](#)
- [Set up Face ID](#)
- [Set up Touch ID](#)
- [Locate a device in Find My](#)
- [Use iCloud](#)

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

Make your iPad your own

Make your iPad your own

You can tailor your iPad to your own interests and preferences. Personalize your Lock Screen and Home Screen, keep certain features like brightness or text size handy, turn on accessibility features, adjust your privacy settings, and more.



Personalize your Lock Screen

You can showcase a favorite photo, add filters, and widgets, and even change the font of the date and time.

To get started, touch and hold the Lock Screen, then tap at the bottom of the screen. Browse the gallery of options, then tap one to customize its appearance. When you've created a Lock Screen that you like, tap Add, then tap Set as Wallpaper Pair.



Add widgets to your Home Screen

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

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



Set your favorite controls

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

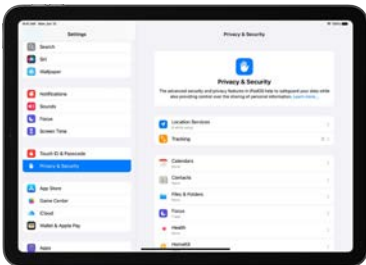
To customize the controls, tap at the top left of Control Center. You can add, resize, rearrange, and remove controls.



Use built-in accessibility features

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

To customize these settings, go to Settings > Accessibility.



Check your privacy settings

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

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

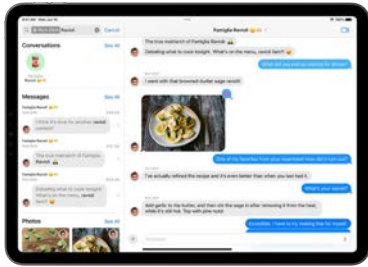
Want to learn more?

- [Create a custom Lock Screen](#)
- [Add, edit, and remove widgets](#)
- [Use and customize Control Center](#)
- [Get started with accessibility features](#)
- [Control what you share](#)

Keep in touch with friends and family

Keep in touch with friends and family

iPad makes it easy to reach the people important to you—you can catch up with text messages or video calls, start a shared photo library, and even watch movies or listen to music together.



Start a group conversation

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

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

Participants in a group conversation can also collaborate on documents, share photos and videos, and even watch a movie or listen to music together.



Make a video call

Use FaceTime to make video calls with your friends and family.

In the FaceTime app, tap , tap New FaceTime near the top of the screen, type the name of the person you want to call, then tap .

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

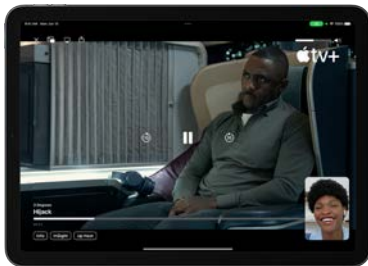


Leave a video message

When you can't reach someone in the FaceTime  app, you can record a video message to capture exactly what you want to say.

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

When you receive a recorded message, tap Video to play the message.



Watch, play, and work together

With SharePlay in the FaceTime app , you can watch videos, play games, and use apps during FaceTime calls.

To start SharePlay, open a supported app while on a FaceTime call, then tap Play to share with everyone.



Start a shared photo library

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

To use iCloud Shared Photo Library, all members need to have iCloud Photos turned on; go to Settings ⚙️ > [your name] > iCloud > Photos, then turn on Sync this iPad. Then tap Shared Library to get started.

Want to learn more?

- [Have a group conversation in Messages](#)
- [Make a Group FaceTime call](#)
- [Record a video message](#)
- [Share your screen in a FaceTime call](#)
- [Set up or join an iCloud Shared Photo Library in Photos](#)

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

Customize your workspace

Customize your workspace

You can use iPad multitasking features to work with multiple apps at the same time, and quickly switch between them. On supported iPad models, you can also use Stage Manager to resize, overlap, and group the app windows on your screen.



Switch between apps on iPad

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

To quickly switch between the apps you have open, swipe left or right along the bottom edge of the screen.



View two apps side-by-side

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

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



View one app over another app

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

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



See more with Stage Manager

On [supported iPad models](#), you can use Stage Manager to view your open apps on the screen all at the same time and easily navigate between them.

To turn on Stage Manager, swipe down from the top-right corner to open Control Center, then tap $\square$.

Want to learn more?

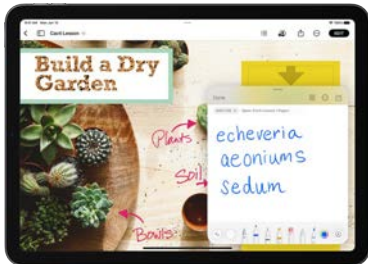
- [Open apps](#)
- [Open two apps in Split View](#)
- [Switch an app window to a Slide Over window](#)
- [Move, resize, and organize windows with Stage Manager](#)

Not all features are available for all iPad models.

Do more with Apple Pencil

Do more with Apple Pencil

Apple Pencil unlocks a whole new iPad experience, letting you annotate, draw, mark up, and edit in the apps you use every day.



Write a quick note

With Quick Note, you can jot down ideas and add links, no matter what you're doing on your iPad. Swipe Apple Pencil from the bottom-right corner of iPad, tap the note, then start writing.



Gather ideas in Freeform

The Freeform app  provides a flexible canvas where you can see and share your ideas all in one place. You can diagram new projects, brainstorm your next big idea, or draw together with a friend over FaceTime. To create a board, tap $\square$, then start drawing with Apple Pencil. Use tools like the watercolor brush, calligraphy pen, and highlighter to express your ideas on a board—the only limit is your imagination.



Turn handwriting into typed text

You can write with Apple Pencil in any text area, and your words automatically transform to typed text. Your handwriting is converted to text directly on your iPad, so your writing stays private. Go to Settings  > Apple Pencil, then turn on Scribble.



Mark up a screenshot

Quickly take and mark up a screenshot so you can give clear feedback on a team project. To take a screenshot, swipe Apple Pencil from the bottom-left corner of iPad. Tap the thumbnail that momentarily appears in the corner of the screen, then use the drawing tools to add your thoughts. Tap  to share your feedback.

Want to learn more?

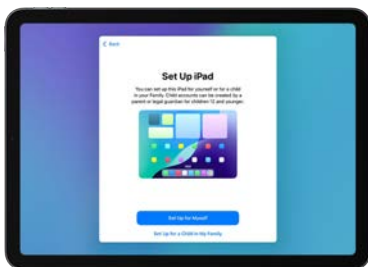
- [Create Quick Notes](#)
- [Get started with Freeform](#)
- [Enter text with Scribble](#)
- [Take a screenshot](#)
- [Use Markup to add text, shapes, signatures, and more to documents](#)

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

Customize iPad for your child

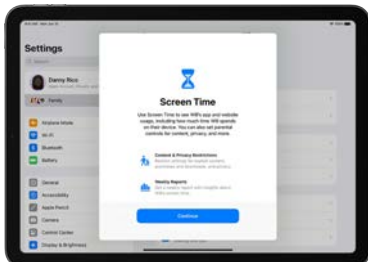
Customize iPad for your child

You can set up your child's iPad with parental controls and kid-friendly features. Set downtime and app limits, guard your child's vision health, protect them from explicit photos, review and approve purchases, and more. You can even keep your child focused on a single app with Guided Access.



Set up an iPad for your child

With Family Sharing, you can set up a new iPad for your child and customize the parental controls. Just tap Set Up for a Child in My Family. If your child doesn't have their own Apple Account yet, you can create one.



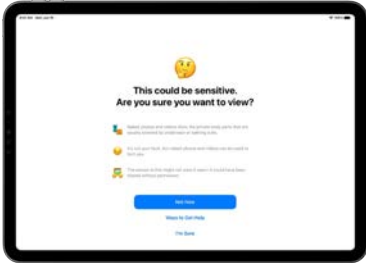
Set some boundaries with Screen Time

With Screen Time, you can set downtime and app limits on your child's iPad. Go to Settings  > Family, tap your child's name, then tap Screen Time.



Help protect your child's vision health

To help reduce eye strain and the risk of myopia, Screen Distance reminds your child when iPad is held too close for an extended period of time (available on [iPad Pro models with Face ID](#)). Go to Settings > Family, tap your child's name, tap Screen Time, then tap Screen Distance.



Protect your child from explicit photos and videos

iPad can detect nudity in photos and videos before they're sent or viewed in Messages , AirDrop, and other apps. Your child can get guidance and age-appropriate resources to help them make a safe choice. Go to Settings > Family, tap your child's name, tap Screen Time, then tap Communication Safety.



Set up Apple Cash (U.S. only)

You can set up Apple Cash for the kids in your Family Sharing group, so they can make purchases and send and receive money in Messages . You can even limit who your child can send money to, get notified when they make transactions, or lock their account. Go to Settings > Family, tap your child's name, tap Apple Cash, then follow the onscreen instructions.



Keep your child focused

You can help your child avoid distractions and stay on task with Guided Access, which limits them to a single app—like Books or Notes. Go to Settings > Accessibility, then scroll down and tap Guided Access to get set up.

Want to learn more?

- [Set up a child's device](#)
- [Set up Screen Time for a family member](#)
- [Protect your vision health with Screen Distance](#)
- [Set communication and safety limits and block nudity](#)
- [Set up Apple Cash Family and Apple Card Family](#)
- [Lock iPad to one app](#)

What's new

What's new in iPadOS 18

Personalize your Home Screen.

Arrange apps and widgets on your Home Screen and change their size. Tint apps your favorite color, or have iPadOS suggest a color that complements your wallpaper. See [Customize apps and widgets on the Home Screen](#).



Lock and hide apps.

Protect sensitive apps and the information inside them by locking or hiding them. When you lock an app on your Home Screen, you need to use Face ID, Touch ID, or your passcode to open it. Hide an app from your Home Screen in a hidden apps folder that's locked. Information stored in locked or hidden apps won't appear in other places on your iPad, such as notifications and search. See [Lock or hide an app](#).



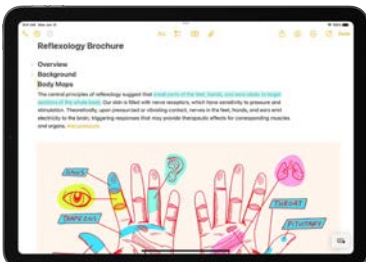
Control Center.

The redesigned Control Center features new groups of controls so you can quickly take actions on more features. The controls gallery displays all your options in one place, including controls from your favorite apps. You can also customize how controls are laid out, resize them, or build your own groups of controls. See [Use and customize Control Center](#).



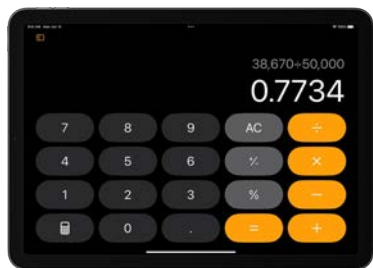
Notes.

Smart Script refines your natural handwriting as you write to make it straighter, smoother, and more legible; it also corrects your spelling and grammar inline as you write and can convert typed text into your handwriting. You can record live audio in a note and have the speech transcribed to text. Make text stand out with color, use collapsible headers in text-heavy sections, and solve mathematical equations instantly with Math Notes. See [Work with handwritten text](#), [Record and transcribe audio](#), [Create and format notes](#), and [Enter formulas and equations](#).



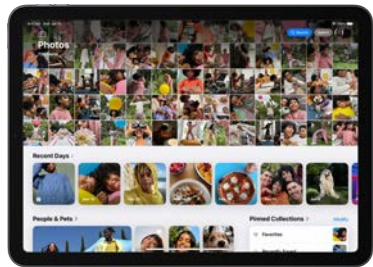
Calculator.

The new iPad Calculator app has basic and scientific calculators and introduces new tools like history and unit conversions. Type or write out math with Apple Pencil to evaluate expressions, assign variables, plot graphs, and more. See [Use the basic calculator](#), [Solve math with Math Notes](#), [See previous calculations](#), and [Convert units or currency](#).



Photos.

The redesigned Photos app puts your photo library at your fingertips, so you spend less time searching and more time enjoying your memories. Your photos are organized by topics such as Recent Days, Trips, People & Pets, and more. Use Pinned Collections to quickly access the collections or albums most important to you. And you can customize the app to make Photos even more personal and useful. See [Get started with Photos](#).



Messages.

Add text effects such as bold, italics, underline, and strikethrough to emphasize your messages, or apply animated effects to any letter, word, phrase, or emoji—many of which are automatically suggested as you type. React to messages in new ways by using any emoji or sticker as a Tapback reaction and schedule a message to send at a specified time. See [Style and animate messages](#), [React with Tapbacks](#), and [Send later](#).



Safari.

Safari automatically detects relevant information on a page and highlights it as you browse. Highlights display helpful information like maps, translations, and links to learn more about what you're viewing. A redesigned reader view includes a table of contents and high-level summary to get the gist of an article before reading on. See [See highlights](#) and [Hide distractions when reading](#).

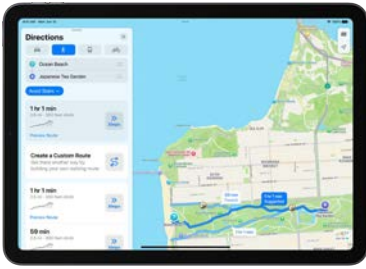
Passwords.

A new app that safely stores all of your passwords, account credentials, and verification codes in one place. If you use AutoFill, the passwords you generate are automatically added to the Passwords app. See [Find your password for a website or app](#) and [View your passwords and related information](#).



Maps.

View topographic maps with detailed trail networks and hikes, including all 63 U.S. national parks. Save hiking maps to your iPad to access them offline with turn-by-turn voice guidance. You can create custom walking and hiking routes with different route options, such as one way, out and back, or loop. See [Get walking directions](#) and [Save walks or hikes](#).



FaceTime.

Help friends and family with their devices by tapping and drawing on your screen to point out what they should do on theirs. Or ask for permission to control their device remotely. See [Share your screen in a FaceTime call](#) and [Request or give remote control in a FaceTime call](#).

Apple TV.

Use InSight to learn more about the actors and music as a show or movie is playing and Enhance Dialogue to help hear what's being said onscreen. See [Go to Info, InSight, and Up Next](#) and [Change audio options during playback](#).

Home.

Give guests scheduled access to specific controls in your home such as garage openers, alarm systems, and door locks. See [Invite guests to control accessories](#).

Privacy and Security.

Redesigned Privacy and Security settings help you manage how much information you share with apps, and you can decide specific contacts you want to share with an app instead of your entire contact list. See [Control access to information in apps](#) and [Control access to contacts](#).



Accessibility.

Eye Tracking makes it possible for people to control iPad with just their eyes. Vocal Shortcuts helps people with severe atypical speech record sounds that trigger specific actions on iPad. See [Control iPad with the movement of your eyes](#) and [Use Vocal Shortcuts](#).

Calendar.

A redesigned Month view makes it easier to get an overview of your month ahead. And you can create, view, edit, and complete reminders from the Reminders app right in Calendar. See [Change how you view events](#) and [Use reminders in Calendar](#).

Freeform.

Scenes let you organize and present your board section by section. Send a copy of your board to anyone with just a link. An improved diagramming mode makes it easier to form connections on your canvas. See [Navigate and present scenes](#), [Send a copy or PDF](#), and [Add diagrams](#).



Learn tricks for iPadOS 18.

The Tips app adds new suggestions regularly, so you can get the most from your iPad. See [Tips](#).

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

Set up and get started

Turn on and set up iPad

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

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

Prepare for setup

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

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

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

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

Turn on and set up your iPad

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



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

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

2. Do one of the following:
 - **Use Quick Start:** If you have another iPhone or iPad with iOS 11, iPadOS 13, or later, you can use Quick Start to automatically set up your new device. Bring the two devices close together, then follow the onscreen instructions to securely copy many of your settings, preferences, and iCloud Keychain. You can then restore the rest of your data and content to your new device from your iCloud backup.
Or, if both devices have iOS 12.4, iPadOS 13, or later, you can transfer all your data wirelessly from your previous device to your new one. Keep your devices near each other and plugged into power until the migration process is complete.
 - **Set Up Manually:** If you don't have another device, tap Set Up Without Another Device, then follow the onscreen setup instructions.

Move from an Android device to iPad

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

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

1. On your device with Android version 4.0 or later, see the Apple Support article [Move from Android to iPhone or iPad](#) and download the Move to iOS app.
2. On your iPad, do the following:
 - Follow the setup assistant.
 - On the Transfer Your Apps & Data screen, tap From Android.

3. On the Android device, do the following:

- Turn on Wi-Fi.
- Go to the Move to iOS app.
- Follow the onscreen instructions.

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

Wake, unlock, and lock iPad

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

Wake iPad

To wake iPad, do one of the following:

- Press the top button.



- Tap the screen ([supported models](#)).



Unlock iPad with Face ID

If you have an [iPad with Face ID](#), but you didn't turn on Face ID during setup, see [Set up Face ID](#). Then follow these steps:

1. Tap the screen, then glance at your iPad.
The lock icon animates from closed to open to indicate that iPad is unlocked.
2. Swipe up from the bottom of the screen.

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

Unlock iPad with Touch ID

If you have an [iPad with Touch ID](#), but you didn't turn on Touch ID during setup, see [Set up Touch ID](#). Then do one of the following:

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



- *On iPad (10th generation), iPad mini (6th generation), and iPad Air (4th generation and later):* Rest your finger on the top button (Touch ID) using the finger you registered with Touch ID.



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

Unlock iPad with a passcode

If you didn't create a passcode when you set up iPad, see [Set a passcode](#). Then follow these steps:

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

Lock iPad

You can lock iPad and turn off the screen using the following methods:

- *Manually:* Press the top button.
- *Automatically:* iPad locks on its own if you don't interact with it for a certain amount of time. See [Change when iPad automatically locks](#).

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

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

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

- eSIM (on [supported models](#); not available from all carriers or in all countries and regions)
- Physical SIM (on [supported models](#); not available from all carriers or in all countries and regions))

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

For information about managing cellular service using an Apple SIM, see the Apple Support article [Set up cellular data service on your Wi-Fi + Cellular model iPad](#).

Set up eSIM

On [models that support eSIM](#), you can activate the cellular service from your iPad. You may also be able to travel abroad with iPad and sign up for cellular service with a local carrier in the country or region you're visiting.

Note: eSIM isn't available in all countries and regions, and not all carriers are supported.

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

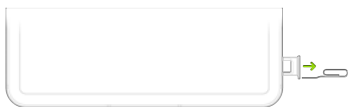
Alternatively, you can activate your cellular plan through your carrier's app (if supported). Go to the App Store, download your carrier's app, then use the app to purchase a cellular plan.

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

Install a physical SIM

On [models that support physical SIM](#), you can get a nano-SIM card from a carrier.

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



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

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



4. Insert the tray back into iPad.
5. If you previously set up a PIN on the SIM, carefully enter the PIN when prompted.

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

Manage your cellular data service

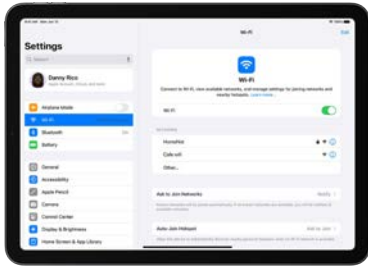
1. Go to Settings  > Cellular Data.
2. Do any of the following:
 - *Restrict all data to Wi-Fi:* Turn off Cellular Data.
 - *Turn on or off 5G, LTE, or roaming:* Tap Cellular Data Options.
 - *Turn on Personal Hotspot:* Tap Set Up Personal Hotspot (available from certain carriers), then follow the onscreen instructions.
 - *Manage your cellular account:* Tap Manage [account name] or Carrier Services.

For information about managing your cellular data usage, see [View or change cellular data settings](#).

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

Connect iPad to the internet

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



View available networks and connect to Wi-Fi

1. Go to Settings > Wi-Fi, then turn on Wi-Fi.
iPad automatically joins known networks.
2. To join a new network, do one of the following:
 - *Join an available network:* Tap the name of the network. If asked, enter the password.
 - *Join a hidden network:* Tap Other, then enter the name of the network, security type, and password.

When iPad is connected to Wi-Fi, a blue checkmark appears next to the network name, and appears at the top of the screen.

Share a Wi-Fi password

If your iPad is connected to a Wi-Fi network, you can share the Wi-Fi password with another nearby iPhone, iPad, or Mac.

1. Make sure your iPad is unlocked, connected to the Wi-Fi network, and signed in to your [Apple Account](#).
2. Make sure of the following:
 - The person you're sharing the password with is signed in to their Apple Account on their device.
 - The person is in your contacts list in the Contacts app .
 - The other device is close to your iPad.
3. On the other device, choose the Wi-Fi network.
4. On your iPad, wait a few moments for the Wi-Fi Password notification to appear, then tap Share Password.

Join a Personal Hotspot

If an iPhone or iPad with cellular service is [sharing a Personal Hotspot](#), you can use its cellular connection.

1. Go to Settings > Wi-Fi, then choose the name of the device sharing the Personal Hotspot.
2. If asked, enter the password. (On the device sharing the Personal Hotspot, the password is shown in Settings > Cellular > Personal Hotspot.)

Manage settings for Wi-Fi and hotspots

1. Go to Settings > Wi-Fi.
2. Do any of the following:
 - *Change the settings for a Wi-Fi network:* Tap .
 - *Join a new Wi-Fi network:* Tap Ask to Join Networks, then choose Off, Notify, or Ask.
 - *Join a personal hotspot when Wi-Fi isn't available:* Tap Auto-Join Hotspot, then choose Never, Ask to Join, or Automatic.

Connect to a cellular network if Wi-Fi isn't available (on iPad models with Cellular)

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

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

How iPad connects to the internet

iPad does the following, in order, until a connection is made:

- Tries to connect to the most recently used available Wi-Fi network
- Shows a list of Wi-Fi networks in range and connects to the one you choose
- Connects to your carrier's cellular data network (Wi-Fi + Cellular models)

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

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

Apple Account and iCloud

Sign in and manage your Apple Account on iPad

Your Apple Account gives you access to Apple services such as the App Store, the iTunes Store, Apple Books, Apple Music, FaceTime, iCloud, iMessage, and more.

When you create a new Apple Account in China mainland or India, you can use your mobile phone number as your Apple Account user name. See the Apple Support article [Use your mobile phone number as your Apple Account primary user name](#).

Sign in to your Apple Account

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

1. Go to Settings .
2. Tap Apple Account.
3. Tap one of the following:
 - *Use Another Apple Device:* Bring your other iPhone or iPad (with iOS 17, iPadOS 17, or later) nearby, then follow the onscreen instructions.
 - *Sign in Manually:* Enter your email address or phone number, then enter your password. If you don't have an Apple Account, you can create one.
4. If you protect your account with two-factor authentication, enter the six-digit verification code.

If you forgot your Apple Account password, see the [Reset your password website](#).

Change your Apple Account settings

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

Add or edit your payment information

The payment method associated with your Apple Account is used for Apple media purchases and services.

1. Go to Settings  > [your name].
2. Tap Payment & Shipping. You may need to authenticate with Face ID or Touch ID.
3. Tap Add Payment Method or tap an existing payment method.

See the Apple Support article [If you need to change or update your Apple Account payment method](#).

Use iCloud on iPad

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

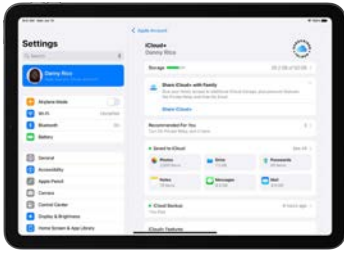
Note: Some iCloud features have [minimum system requirements](#). The availability of iCloud and its features varies by country or region.

Set up iCloud

1. Go to Settings  > [your name].
- If you don't see your name, tap "Sign in to your [device]," then sign in to your Apple Account.

2. Tap **iCloud**, tap **See All**, then turn on the apps and features you want to sync with iCloud.

For example, turn on iCloud Drive to make your files in iCloud Drive available to your other devices.



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

Ways to use iCloud on iPad

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

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

- Photos and videos; see [Use iCloud Photos](#)
- Files and documents; see [Set up iCloud Drive](#)
- iCloud Mail
- Contacts, Calendars, Notes, and Reminders
- Data from compatible third-party apps and games
- Messages; see [Set up Messages](#)
- Passwords; see [Use passwords](#)
- Safari bookmarks and open tabs; see [Bookmark a website](#) and [Open and close tabs](#)
- News, Stocks, and Weather settings
- Home and Health data
- Voice memos
- Map favorites

You can also do the following:

- Share your photos and videos. See [Create shared albums](#) and [Set up or join an iCloud Shared Photo Library](#).
- Use iCloud Drive to [share folders and documents](#).
- Use Find My to [locate a missing device](#) and [share locations with friends and family](#).

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

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

Subscribe to iCloud+ on iPad

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

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

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

What's included with iCloud+

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

- Get 50 GB, 200 GB, 2 TB, 6 TB, or 12 TB (depending on your plan) of storage for photos, files, backups, and more.
- Create unique, random email addresses that forward to your personal inbox with Hide My Email. See [Use Hide My Email in Safari](#) and [Use Hide My Email in Mail](#).
- Browse the web in an even more secure and private way with iCloud Private Relay. See [Protect your web browsing](#).
- Set up home security cameras with HomeKit Secure Video so you can view your footage from anywhere while keeping it private and secure. See [Set up security cameras](#).
- Use a custom email domain to personalize iCloud Mail. See [Set up a custom email domain](#).

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

Upgrade, change, or cancel your iCloud+ subscription

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

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

Share iCloud+

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

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

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

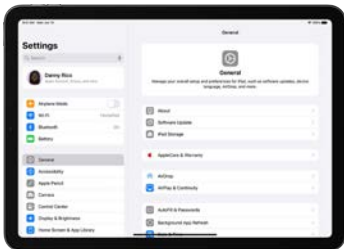
Find settings on iPad

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

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



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



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

Set up mail, contacts, and calendar accounts on iPad

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

Set up a mail account

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

See [Add and remove email accounts](#).

Set up a contacts account

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

See [Add or remove accounts in Contacts](#).

Set up a calendar account

1. Go to Settings  > Apps > Calendar.

2. Tap Accounts > Add Account.

3. Do one of the following:

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

See [Set up multiple calendars](#).

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

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

Learn the meaning of the iPad status icons

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

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

Status icon	What it means
	Wi-Fi. iPad has a Wi-Fi internet connection. The more bars, the stronger the connection. See View available networks and connect to Wi-Fi
	Cell signal. iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.
	Airplane Mode. Airplane Mode is on. Nonwireless features are available, but wireless functions may be disabled. See Choose settings for travel .
5G	5G. Your carrier's 5G network is available, and supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article Use 5G with your iPad .
5G ^U	5G UC. Your carrier's 5G UC network is available, which can include your carrier's higher frequency version of 5G. Supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article Use 5G with your iPad .
5G+	5G+. Your carrier's 5G+ network is available, which can include your carrier's higher frequency version of 5G. Supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article Use 5G with your iPad .
5G ^U _W	5G UW. Your carrier's 5G UW network is available, which can include your carrier's higher frequency version of 5G. Supported models can connect to the internet over that network (not available in all countries or regions). See the Apple Support article Use 5G with your iPad .
5G ^E	5G E. Your carrier's 5G E network is available, and supported models can connect to the internet over that network (not available in all countries or regions). See View or change cellular data settings .
LTE	LTE. iPad (Wi-Fi + Cellular models) is connected to the internet over a 4G LTE network (not available in all countries or regions). See View or change cellular data settings .
4G	4G. iPad (Wi-Fi + Cellular models) is connected to the internet over a 4G network (not available in all countries or regions). See View or change cellular data settings .
3G	3G. iPad (Wi-Fi + Cellular models) is connected to the internet over a 3G network. See View or change cellular data settings .

Status icon	What it means
EDGE	EDGE. iPad (Wi-Fi + Cellular models) is connected to the internet over an EDGE network. See View or change cellular data settings .
GPRS	GPRS. iPad (Wi-Fi + Cellular models) is connected to the internet over a GPRS network. See View or change cellular data settings .
	Personal Hotspot connection. iPad is connected to the internet through the Personal Hotspot of another device. See Join a Personal Hotspot .
	VPN. iPad is connected to a network using VPN.
	Navigation. iPad is providing turn-by-turn directions. See Get driving directions .
	Personal Hotspot. iPad is providing a Personal Hotspot. See Share your internet connection with Personal Hotspot .
	Phone call. iPad is on a phone call. See Allow phone calls and text messages on your iPad .
	FaceTime. iPad is on a FaceTime call. See Make FaceTime calls .
	Screen recording. iPad is recording your screen. See Take a screen recording .
	Camera in use. An app is using your camera. See Control which apps have access to the camera and microphone on your iPad .
	Microphone in use. An app is using your microphone. See Control which apps have access to the camera and microphone on your iPad .
	Syncing. iPad is syncing with your computer. See Sync supported content .
	Network activity. There is network or other activity. Some third-party apps use this icon to show app activity. See Connect to the internet
	Lock. iPad is locked. See Wake, unlock, and lock .
	Do Not Disturb. Do Not Disturb is turned on. See Turn on or schedule a Focus .
	Orientation lock. Screen orientation is locked. See Change or lock the screen orientation .
	Location services. An app is using Location Services. See Control which apps can use the location of your iPad .
	Alarm. An alarm is set. See Set an alarm .

Status icon	What it means
	Headphones connected. iPad is paired with Bluetooth® headphones that are turned on and within Bluetooth range. See Set up and listen to Bluetooth headphones .
	Battery. Shows the iPad battery level. When the icon is yellow, Low Power Mode is on. See Show the battery percentage .
	Battery charging. The iPad battery is charging. See Charge the battery .
	Bluetooth battery. Shows the battery level of a supported paired Bluetooth device. See Connect to Bluetooth accessories .
	AirPlay. AirPlay is on. See Stream videos and photos .
	Voice Control. Voice Control is turned on in Settings > Accessibility, and you can use your voice to interact with iPad .
	RTT. RTT is turned on. See Set up and use RTT .

Charge and monitor the battery

Charge the iPad battery

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

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

About charging the battery



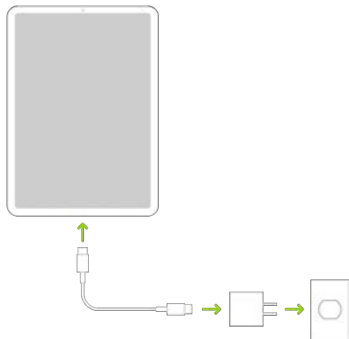
The battery icon in the top-right corner of the status bar shows the battery level or charging status. When you're syncing or using iPad, it may take longer to charge the battery.

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

Charge the battery

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

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



- Connect iPad and your computer with a cable.

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

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

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

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

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

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

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

Show the iPad battery percentage

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

See the iPad battery percentage in the status bar

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

Add a Batteries widget to your Home Screen

See [Add a widget to your Home Screen](#) and [Create a custom Lock Screen](#).

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

Check iPad battery usage

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

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

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

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

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

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

Use Low Power Mode to save battery life on iPad

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

Note: iPad might perform some tasks more slowly when in Low Power Mode.

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

Turn Low Power Mode on or off

Low Power Mode automatically turns on when the battery level is low and automatically turns off when the battery is charged to a certain level.

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

- *In Settings:* Go to Settings  > Battery.
 - *In Control Center:* [Open Control Center](#), then tap .
- (If you don't see , add it to Control Center—go to Settings  > Control Center, then tap  next to Low Power Mode.)

Read and bookmark the iPad User Guide

When you view the iPad User Guide in the Safari app, you can change the language and country or region, add a bookmark, or save it as a shortcut on the Home Screen. You can also view the guide in the Tips app.

View and bookmark the iPad User Guide in Safari

1. Go to the Safari app  on your iPad.
2. Go to <https://support.apple.com/guide/ipad>.
3. To view the user guide in a different language, scroll down to the bottom of the page, tap the country or region link (United States, for example), then choose a country or region.
4. For quick access, tap , then choose any of the following:
 - *Add to Home Screen*: The shortcut appears as a new icon on the Home Screen.
 - *Add Bookmark*: The bookmark appears when you tap , then tap Bookmarks in Safari.

View the iPad User Guide in Tips

1. Go to the Tips app  on your iPad.
2. Tap  or  until you see the Tips collections, then tap iPad (below User Guides).

Basics

Adjust the volume on iPad

Adjust the volume of media, alerts, and sound effects using the volume buttons, Siri, or Control Center.

Use the volume buttons or Siri to adjust the volume

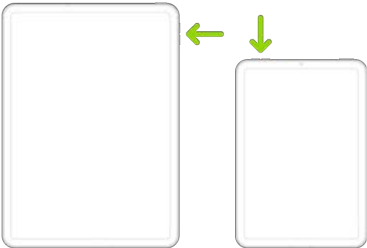
Use the volume buttons on iPad to adjust the volume of alerts, sound effects. songs and other media. (The volume buttons are either on the side or the top of your device, depending on your model.)

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

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

You can [use Control Center](#) to silence audio alerts and notifications.

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



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

Lock the ringer and alert volumes

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

Adjust the volume in Control Center

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

[Open Control Center](#), then drag .

Reduce loud headphone sounds

1. Go to Settings  > Sounds > Headphone Safety.
2. Turn on Reduce Loud Audio.

Note: If you [set up Screen Time for a family member](#), you can prevent them from changing the Reduce Loud Sounds level. Go to Settings > Screen Time > Content & Privacy Restrictions, turn on Content & Privacy Restrictions, tap Reduce Loud Sounds, then select Don't Allow.

Mute the sound

Do one of the following:

- Press and hold the Volume Down button.
- [Open Control Center](#), then tap  to turn on Silent mode. Tap it again to turn it off.

Turn on Do Not Disturb

You can temporarily silence calls, alerts, and notifications by turning on Do Not Disturb.

1. [Open Control Center](#).
2. Tap Focus, then tap Do Not Disturb.

See [Turn on or schedule a Focus](#).

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

Learn gestures for iPad

Learn basic gestures to interact with iPad

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

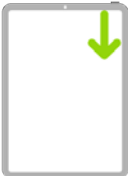
Symbol	Gesture
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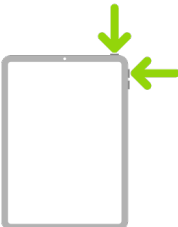
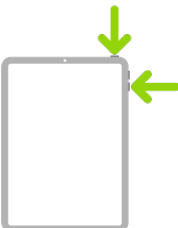
Symbol	Gesture
	Tap. Briefly touch an item on the screen with one finger. For example, to open an app, tap its icon on the Home Screen.
	Touch and hold. Press an item on the screen until something happens. For example, if you touch and hold the wallpaper of the Home Screen, the app icons begin to jiggle.
	Swipe. Move one finger across the screen quickly. For example, swipe left on the Home Screen to see more apps.
	Scroll. Move one finger across the screen without lifting. For example, in Photos, you can drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop scrolling.
	Zoom. Place two fingers on the screen near each other. Spread them apart to zoom in, or move them toward each other to zoom out. You can also double-tap a photo or webpage to zoom in, and double-tap again to zoom out. In Maps, double-tap and hold, then drag up to zoom in or drag down to zoom out.

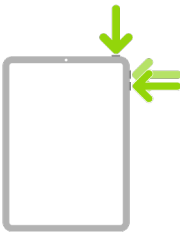
If you're using Magic Trackpad or Magic Mouse, see [Trackpad gestures](#) or [Mouse actions and gestures](#) for gestures that work on your trackpad or mouse.

Learn advanced gestures to interact with iPad

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

Gesture	Description
	Go Home. Swipe up from the bottom edge of the screen to return to the Home Screen at any time. See Open apps .
	Quickly access controls. Swipe down from the top-right corner to open Control Center; touch and hold a control to reveal more options. To add or remove controls, go to Settings > Control Center. See Use and customize Control Center .

Gesture	Description
	Open the App Switcher. Swipe up from the bottom edge, pause in the center of the screen, then lift your finger. To browse the open apps, swipe right, then tap the app you want to use. See Switch between apps.
	Switch between open apps. Swipe left or right along the bottom edge of the screen to quickly switch between open apps. (On an iPad with a Home button, swipe with a slight arc.) See Switch between apps.
	Open the Dock within an app. Swipe up from the bottom edge of the screen and pause to reveal the Dock. To quickly open another app, tap it in the Dock. See Open an app from the Dock.
	Use Siri. Just say “Siri” or “Hey Siri.” Or press and hold the top button while you make your request. (On an iPad with a Home button, press and hold the Home button while you make a request.) Then release the button. See Use Siri.
	Use Accessibility Shortcut. Triple-click the top button. (On an iPad with a Home button, triple-click the Home button.) See Quickly turn accessibility features on or off.
	Take a screenshot. Simultaneously press and quickly release the top button and either volume button. (On an iPad with a Home button, simultaneously press and quickly release the top button and the Home button.) See Take a screenshot.
	Turn off. Simultaneously press and hold the top button and either volume button until the sliders appear, then drag the top slider to power off. (On an iPad with a Home button, press and hold the top button until the sliders appear.) Or go to Settings  > General > Shut Down. See Turn iPad on or off (models with the Home button).

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

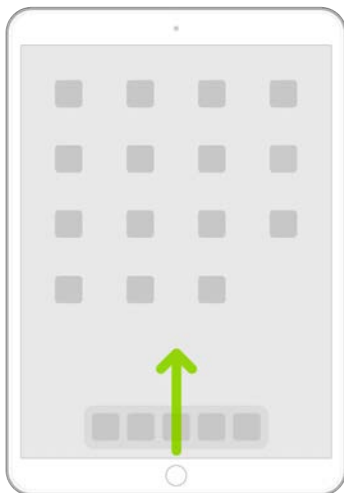
If you're using Magic Trackpad or Magic Mouse, see [use trackpad gestures for iPad](#) or [Mouse actions and gestures](#) for gestures that work on your trackpad or mouse.

Use your apps

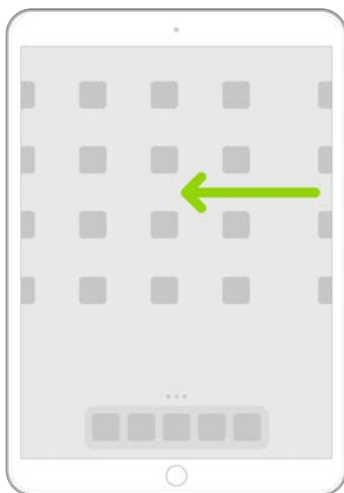
Open apps on iPad

You can quickly open apps from your Home Screen pages.

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



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



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

Find and use your apps in App Library on iPad

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



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

Find and open an app in App Library

1. [Go to the Home Screen](#), then swipe left past all your Home Screen pages to get to App Library.
You can also open App Library quickly by tapping , the rightmost button in the Dock at the bottom of the screen.
2. Tap the search field at the top of the screen, then enter the name of the app you're looking for.
Or scroll to browse the alphabetical list.
3. To open an app, tap it.

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

Hide and show Home Screen pages

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

1. [Go to the Home Screen](#), then touch and hold the Home Screen wallpaper until the app icons begin to jiggle.
2. Tap the dots at the bottom of the screen.
Thumbnail images of your Home Screen pages appear with checkmarks below them.
3. To hide pages, tap to remove the checkmarks.
To show hidden pages, tap to add the checkmarks.
4. Tap Done.

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

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

Reorder Home Screen pages

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

1. [Go to the Home Screen](#), then touch and hold the Home Screen wallpaper until the app icons begin to jiggle.
2. Tap the dots at the bottom of the screen.
Thumbnail images of your Home Screen pages appear with checkmarks below them.
3. To move each Home Screen page, touch and hold it, then drag it to a new position.
4. Tap Done.

Change where new apps get downloaded

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

1. Go to Settings  > Home Screen & App Library.
2. Choose Add to Home Screen or App Library only.

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

Move an app from App Library to the Home Screen

If you [moved an app from the Home Screen](#) to App Library, you can easily move it back to the Home Screen.

1. [Go to App Library](#).
2. Touch and hold the app until the app icons begin to jiggle and the app moves to the Home Screen, then lift your finger.

Switch between apps on iPad

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

Open an app from the Dock

Swipe up from the bottom edge of the screen just far enough to reveal the Dock, then tap the app you want to open.

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



Use the App Switcher

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



2. To browse the open apps, swipe right, then tap the app or Split View workspace you want to use.
You can view the Slide Over windows by swiping left, and switch between them by tapping them. See [Switch between apps in Slide Over](#).

Switch between open apps

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

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

Zoom an app to fill the screen on iPad

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

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

Quit and reopen an app on iPad

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

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

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

Move and copy items with drag and drop on iPad

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

Move an item

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

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

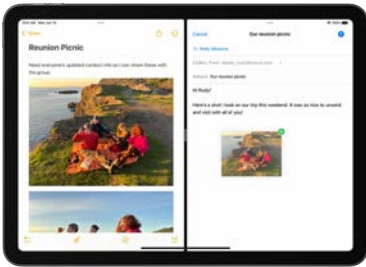
Copy an item between open apps

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

2. Drag it to the other app.

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

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



Drag a link to a Split View or Slide Over window

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

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

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

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

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

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

Select multiple items to move

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

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

Use multiple apps simultaneously

Open two apps in Split View on iPad

On iPad, you can work with multiple apps at the same time. Open two different apps, or two windows from the same app, by splitting the screen into resizable views. For example, open Messages and Maps at the same time in Split View. You can also open a third app in a smaller Slide Over window that slides in front of an app that's already open.

Turn on Split View & Slide Over

To work in Split View and Slide Over, you need to have these features turned on in Settings.

1. Go to Settings , then tap Multitasking & Gestures.
2. Below Multitasking, turn on Split View & Slide Over.

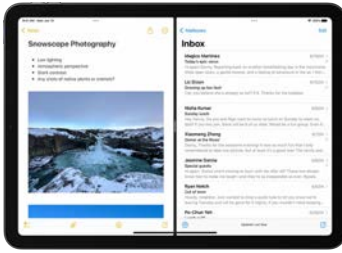
Open a second app in Split View

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

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

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

The two apps appear in Split View.



Replace an app in Split View

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

1. [Open two apps in Split View](#).
2. At the top of the app you want to replace, swipe down from ⋮ (the three dots at the top of the app).
The app you want to replace drops down, and the other app moves to the side to reveal your Home Screen and Dock.
3. Find the replacement app on your Home Screen or in the Dock, then tap it.
The two apps appear side by side in Split View.

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

Turn Split View into Slide Over

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

1. [Open two apps in Split View](#).
2. Tap ⋮ at the top of the window you want to turn into a Slide Over window, then tap .

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

Return to full screen

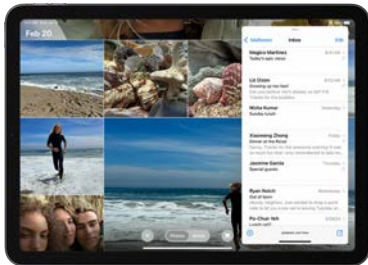
When you have two apps or windows open in Split View, you can remove one of them and show the other in full screen. Do one of the following:

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

Switch an app window to a Slide Over window on iPad

While you're using an app, you can switch it to a Slide Over window—a smaller window that slides in front of another app or window—and open another app behind it. For example, while you're using the Photos app, you can have Mail open in a Slide Over window and create an email message while viewing photos.

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



Open an app in Slide Over

1. While using an app, tap ⋮ at the top of the screen, then tap .
- The app you're using moves to the side to reveal your Home Screen and Dock.
2. Find and open the app you want to appear behind the Slide Over window.
The second app opens, and the first app appears in a Slide Over window in front of it.

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



Switch between apps in Slide Over

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

1. Swipe halfway up the screen from the bottom of the Slide Over window, pause, then lift your finger.
All the Slide Over windows appear.
2. Tap the app you want to view, if it's visible.
If you don't see it, swipe left and right through the apps.



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

Move the Slide Over window

1. [Open an app in Slide Over](#).
2. Do one of the following:
 - *Move the Slide Over window to the other side of the screen:* Drag from  at the top of the Slide Over window.
 - *Temporarily hide the Slide Over window:* Swipe all the way up from the bottom of the Slide Over window, swipe , or drag either side of the window to the left edge of the screen. The Slide Over window disappears and a tab appears to indicate the Slide Over window is still available.
 - *Move the Slide Over window back onto the screen:* Drag the tab indicating the Slide Over window from the left edge of the screen.

Turn Slide Over into Split View

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

1. [Open an app in Slide Over](#).
2. Tap  at the top of the Slide Over window, tap , then tap  to have the current app appear on the left side of the screen, or  to place the current app on the right.

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

Open an item in the center of the screen

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

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

2. Tap Open in New Window.

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

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

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

View an app's open windows and workspaces

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

View an app's open windows

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

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

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

Create new windows in an app

1. Go to an app that supports multiple open windows (for example Mail, Notes, Safari, or Files).
2. Tap  at the top of the screen to display the app's open windows as thumbnails and  at the bottom of the screen.
3. Tap  to open a new window.

Multitask with Picture in Picture on iPad

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

During a FaceTime call or while watching a video, tap  or press the Home button (on an iPad with a Home button).

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

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

Move, resize, and organize windows with Stage Manager on iPad

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

You can group apps for specific tasks or projects, and arrange, resize, and overlap them in your ideal layout.

If your iPad is connected to an external display, you can use Stage Manager to drag windows between iPad and your external display and arrange them to suit your needs.

Turn Stage Manager on or off

When you turn on Stage Manager, the app you're working in moves to the center of the screen, at a size that makes it easy to work with. All other open apps move left to form a list of recent apps along the side of the screen.



1. Go to Settings  > Multitasking & Gestures.
2. Tap the checkbox below Stage Manager, then turn on Recent Apps.

You can also open Stage Manager by [opening Control Center](#), then tapping .

Multitask with multiple windows

In Stage Manager, you can group apps together for specific tasks or projects, and keep them together as a group. You can reposition, resize, and overlap windows to suit your workflow.

1. To open an app and group it with the one you're working in, do any of the following:

- Tap  at the top of a window, then choose Add Another Window. The current windows move aside to show all the other recent app windows. To add one, tap it.
- Touch and hold an app in the Recent apps list, then drag it to the current window in the center of the screen.
- Touch and hold an app in the Dock, then drag it up toward the center of the screen.
(If the Dock isn't visible, swipe up from the bottom edge of the screen just far enough to reveal it.)
- Tap the App Library button (the rightmost button in the Dock), touch and hold an app icon in App Library, then drag it from App Library to the center of the screen.



2. While working with multiple apps, do any of the following:

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

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

Switch between apps

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

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

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

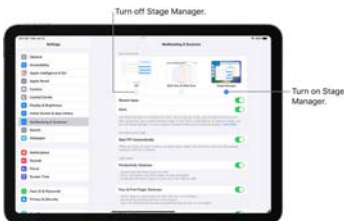
- Swipe up from the bottom of the screen, then pause in the center of the screen to see the recent apps and groups.
- Swipe left or right with one finger along the bottom edge of the screen. (On an iPad with a Home button, perform this gesture with a slight arc.)
- Swipe left or right with four or five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

See [Switch between apps](#).

Hide or show the recent apps list

Do one of the following:

- [Open Control Center](#), touch and hold , then tap the checkmark on the left side of the image.
- Go to Settings  > Multitasking & Gestures, tap the checkbox below Stage Manager to turn it on, then turn Recent Apps on or off.



Tip: If the recent apps list auto-hides when you move a window too close to it, you can make it reappear by swiping from the left edge of the screen.

Close a window

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

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

Move an app to an external display

If your iPad ([supported models](#)) is connected to an external display, you can work across both screens—just drag apps and windows between the screens and arrange them in a way that works best for you.

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

- Drag from the top of the app window to move it from one display to another.

- Drag the icon of the app you want to move.

Access features from the iPad Lock Screen

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

You can personalize your Lock Screen by choosing a wallpaper, showcasing a favorite photo, changing the font of the time, adding widgets, and more. See [Create a custom Lock Screen](#).



Access features and information from the Lock Screen

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

- *Open Camera:* Swipe left. (See [Take photos](#).)
- *Open Control Center:* Swipe down from the top-right corner. (See [Use and customize Control Center](#).)
- *See earlier notifications:* Swipe up from the center. (See [View and respond to notifications](#).)
- *View more widgets:* Swipe right. (See [Add, edit, and remove widgets](#).) You can interact with widgets on the Lock Screen and the Home Screen to perform tasks—for example, tap an item in the Reminders widget to check it off, or tap the Play button in the Podcasts widget to play an episode.
- *Start drawing and taking notes:* (on [supported models](#)) Tap Apple Pencil on the Lock Screen. Whatever you create is [saved in Notes](#).
- *Control media playback:* Use the playback controls (Now Playing) on the Lock Screen to play, pause, rewind, or fast-forward media playing on your iPad. (See [View and control Live Activities on the Lock Screen](#).)

To choose what you can access from the Lock Screen, see [Turn on Lock Screen features](#).

Show notification previews on the Lock Screen

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

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

View and control Live Activities on the Lock Screen

You can view Live Activities on your Lock Screen—including live sports updates, order updates, timers, flight tracking, and media playing—so you can follow along right on your Lock Screen.

When you play music, a movie, or other media on your iPad, you can use the playback controls in Now Playing on your Lock Screen to play, pause, rewind, and fast-forward.

You can also control media playback on a remote device (such as your Apple TV or HomePod) from your iPad Lock Screen.

Perform quick actions on iPad

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

- In Photos, touch and hold an image to preview it and see a list of options.
- In Mail, touch and hold a message in a mailbox to preview the message contents and see a list of options.
- On the Home Screen, touch and hold an app icon briefly to open a quick actions menu. If the icons start to jiggle, tap Done at the top right or press the Home button (on an iPad with a Home button), then try again.
- [Open Control Center](#), then touch and hold an item like Camera or the brightness control to see options.
- On the Lock Screen, touch and hold a notification briefly to respond to it.
- When typing, touch and hold the Space bar with one finger to [turn your onscreen keyboard into a trackpad](#).

Search with Spotlight on iPad

On iPad, you can search for apps and contacts, content in apps like Mail and Messages, and even text in your photos using Live Text. You can check stock and currency information, and find and open webpages, apps, and images in your photo library, across your system, and on the web.

When you search for an app, app shortcuts for your most likely next action appear within the Top Hit. (For example, a shortcut to the Favorites album appears when you search for Photos.)

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

Choose which apps and content to include in Search

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

Search with iPad

1. Go to the Home Screen or the Lock Screen.
2. Swipe down from the middle of the screen.
3. Enter what you're looking for in the search field.
4. Do any of the following:
 - *Initiate your search:* Tap Search or Go.
 - *Open a suggested app:* Tap the app.
 - *Take quick action:* Start a timer, turn on a Focus, find the name of a song with Shazam, run any shortcut, and more. Search for an app's name to see shortcuts available for the app, or create your own using the Shortcuts app.
 - *Check a suggested website:* Tap it.
 - *Get more information about a search suggestion:* Tap it, then tap one of the results to open it.
 - *Start a new search:* Tap  in the search field.

Turn off Location-Based Suggestions

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

Search in apps

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

1. In an app, tap the search field or  (if there is one).
If you don't see a search field or button, swipe down from the top.
2. Type your search, then tap Search.

Add a dictionary

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

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

Get information about your iPad

<__ Type="Do not translate" class="__ GenerativeKeywords">

ipde-do-not-answer

View overall storage availability and storage used per app

Go to Settings  > General > iPad Storage.

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

See battery usage

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

View cellular usage

Go to Settings  > Cellular Data. See [View or change cellular data settings](#).

Find your IMEI

You can view the IMEI (International Mobile Equipment Identity) for your iPad in Settings.

1. Go to Settings  > General > About.
2. Scroll down to find your IMEI.

See the name, model, iPadOS version, serial number, and more

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

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

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

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

View or turn off diagnostic information

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

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

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

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

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

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

About cellular data transmission

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

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

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

Add a cellular plan to your iPad

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

If you haven't set up a plan, see [Set up cellular service](#).

View or change your cellular data account

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

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

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

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

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

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

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

On [models that support 5G](#), you can do the following:

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

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

1. Go to Settings  > Cellular, then turn on Cellular Data.
2. Tap Set up Personal Hotspot, then follow the instructions in [Share your internet connection with Personal Hotspot](#).

Set cellular data use for apps and services

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

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

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

Lock your SIM card

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

Choose iPad settings for travel

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

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

When you travel abroad, you may be able to sign up for cellular service with a carrier in the region you're visiting, right from your iPad (available on Wi-Fi + Cellular models with Touch ID or Face ID). See [Connect to a cellular network if Wi-Fi isn't available \(on iPad models with Cellular\)](#).

Turn on Airplane Mode

Open [Control Center](#), then tap .



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

Turn on Wi-Fi or Bluetooth while in Airplane Mode

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

1. [Open Control Center](#), then turn on Airplane Mode.

2. Tap  to turn on Wi-Fi or  to turn on Bluetooth.



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



Personalize your iPad

Change or turn off iPad sounds

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

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

Set sound options

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

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

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

Silence iPad

To temporarily silence incoming calls, alerts, and sound effects, [open Control Center](#), then tap .

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

Create a custom iPad Lock Screen

You can personalize your Lock Screen by choosing a wallpaper, showcasing a favorite photo, changing the font of the time, adding widgets, and more.

You can create more than one Lock Screen, [switch between Lock Screens](#), and even link a Lock Screen to a Focus. So, for example, you could set a specific Lock Screen for when you're working.

Personalize a new Lock Screen

1. Press the top button on iPad twice to go to the Lock Screen.
2. Touch and hold the Lock Screen until the Customize and  buttons appear at the bottom of the screen.
If they don't appear, touch and hold the Lock Screen again, then enter your passcode.
3. Tap  to create a new Lock Screen, or to make changes to a Lock Screen, swipe to the screen you want to change, tap Customize, then tap Lock Screen.



4. If you're creating a new Lock Screen, tap one of the wallpaper options to select it as your Lock Screen.
If you choose Photos or Photo Shuffle, see [Customize your Lock Screen photo](#).
5. Tap the time to change the font, color, and style of the clock. (See [Change the clock style on the Lock Screen](#).)
Drag the slider to make the font heavier or lighter (available for solid fonts). To change the time, see [Change the date and time](#).
6. To add widgets that include information such as today's headlines, the weather, and calendar events, tap Add Widgets or the date. In landscape orientation, tap Add Widgets on the left side to add widgets on the left side of the screen. In portrait orientation, tap Add Widgets below the time. You can also add widgets above the time. (See [Add, edit, and remove widgets](#).)



7. Tap Add or Done, then do one of the following:

- *Choose whether to use the wallpaper on both the Lock Screen and the Home Screen:* Tap Set as Wallpaper Pair.
- *Make further changes to the Home Screen:* Tap Customize Home Screen. Tap a color to change the wallpaper color, tap  to use a custom photo, or select Blur to blur the wallpaper so the apps stand out.

Change the clock style on the Lock Screen

You can change the font and color of the clock on your Lock Screen.

1. Press the top button on your iPad twice to go to the Lock Screen.
2. Touch and hold the Lock Screen until the Customize and  buttons appear at the bottom of the screen.
If they don't appear, touch and hold the Lock Screen again, then enter your passcode.
3. Swipe to go to the Lock Screen you want to change, tap Customize, then tap the Lock Screen image.
4. Tap the time, then choose a font and color.

Drag the slider to make the font heavier or lighter (available for solid fonts).



To change the date and time setting, see [Change the date and time](#).

Customize your Lock Screen photo

If you choose a photo for your Lock Screen, you can reposition the photo, change the photo style, and more.

Do any of the following:

- *Reposition your photo:* To reposition your selected image, pinch open to zoom in on it, drag the image with two fingers to move it, then pinch closed to zoom out.
- *Change the photo style:* Swipe left or right to try different photo styles with complementary color filters and fonts.
- *Create a multilayered effect:* If you have a photo that supports layering—like an image with people, pets, or the sky—tap  at the bottom right, then choose Depth Effect.

Note: The multilayered effect is available on [supported models](#). Layering may not be available if the subject is too high or too low, or if it obscures too much of the clock.

- *Create a motion effect with a Live Photo:* If you select a Live Photo that can be translated into slow motion, tap  at the bottom left to play the Live Photo when the device wakes up.
- *Set the shuffle frequency:* If you choose Photo Shuffle, you can preview the photos by tapping , and you can set the shuffle frequency by tapping  and then selecting an option below Shuffle Frequency.

Tip: Alternatively, you can add a photo directly from your photo library to your Home Screen and Lock Screen. In the Photos app , tap Library, select a photo, then tap . Scroll down and select Use as Wallpaper, tap Add, then choose whether to show it on both your Home Screen and Lock Screen.

Customize visual effects on the Lock Screen

Customize visual effects using the controls at the bottom of the Lock Screen.

1. Press the top button on iPad twice to go to the Lock Screen.
2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.
If it doesn't appear, touch and hold the Lock Screen again, then enter your passcode.
3. Tap Customize, then tap Lock Screen.
4. Do any of the following:
 - *Change the tint of the screen:* Swipe through the dots at the bottom of the screen.
 - *Turn the layering effect on or off:* Tap .
 - *Switch between a light and dark appearance:* Tap .

Link a Focus to your Lock Screen

Focus helps you concentrate on a task by minimizing distractions. You can set up a Focus to temporarily silence all notifications, or to allow only specific notifications (ones that apply to your task, for example). By linking a Focus to your Lock Screen, your Focus settings apply whenever you use that particular Lock Screen.

1. Press the top button on iPad twice to go to the Lock Screen.

2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.
If it doesn't appear, touch and hold the Lock Screen again, then enter your passcode.
3. Tap Focus near the bottom of the wallpaper to see the Focus options—for example, Do Not Disturb, Personal, and Work.
Note: If you don't see Focus near the bottom of the wallpaper, go to Settings  > Focus and [set up a Focus](#).
4. Select a Focus, then tap .

Edit or change your Lock Screen

After you create a custom Lock Screen, you can make changes to it.

1. Press the top button on iPad twice to go to the Lock Screen.
2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.
If it doesn't appear, touch and hold the Lock Screen again, then enter your passcode.
3. Swipe to the screen you want to change, tap Customize, then tap Lock Screen.
4. Do any of the following:
 - *Change the font, color, and style of the clock:* Tap the time.
 - *Add widgets that include today's headlines, the weather, and calendar events:* Tap Add Widgets or the date. (See [Add, edit, and remove widgets](#).)
 - *Change the wallpaper:* Tap Done, tap , choose a wallpaper, tap Add, then tap Set as Wallpaper Pair or Customize Home Screen.

Switch between Lock Screens

You can create multiple custom Lock Screens and switch between them throughout the day.

1. Press the top button on iPad twice to go to the Lock Screen.
2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.
3. Swipe to the Lock Screen you want to use, then tap it.

Note: If a Lock Screen links to a specific Focus, switching from that Lock Screen to another also switches your Focus. See [Link a Focus to your Lock Screen](#).

Delete a Lock Screen

You can delete Lock Screens you no longer need.

1. Press the top button on iPad twice to go to the Lock Screen.
2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.
3. Swipe to go to the Lock Screen you want to delete, swipe up on the screen, tap , then tap Delete This Wallpaper.

Tip: You can switch your Lock Screen automatically by linking a Lock Screen to a Focus, then switching to that particular Focus, which can be automated as well. (See [Link a Focus to your Lock Screen](#).)

Change the wallpaper on iPad

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



1. Go to Settings  > Wallpaper > Add New Wallpaper.
The wallpaper gallery appears.

2. Do any of the following:

- Tap a button at the top of the wallpaper gallery—for example, Photos, Photo Shuffle, Live Photo, and so on—to design your wallpaper with a photo, an emoji pattern, a picture of your local weather, and more.
- Choose wallpaper from one of the featured sets (Collections, Astronomy, Weather, and so on).

3. If you're adding a Photo or Photo Shuffle to your wallpaper, see [Customize your Lock Screen photo](#) to customize your photo.

4. Tap Add, then choose one of the following:

- Set as Wallpaper Pair
- Customize Home Screen

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

Adjust the screen brightness and color on iPad

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

Adjust the screen brightness manually

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

- [Open Control Center](#), then drag  up or down.
- Go to Settings  > Display & Brightness, then drag the slider.

Adjust the screen brightness automatically

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

1. Go to Settings  > Accessibility.
2. Tap Display & Text Size, then turn on Auto-Brightness.

Turn Dark Mode on or off

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

Do any of the following:

- [Open Control Center](#), touch and hold , then tap  to turn Dark Mode on or off.
- Go to Settings  > Display & Brightness, then select Dark to turn on Dark Mode or select Light to turn it off.



Schedule Dark Mode to turn on and off automatically

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

1. Go to Settings  > Display & Brightness.
2. Turn on Automatic, then tap Options.
3. Select either Sunset to Sunrise or Custom Schedule.

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

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

Turn Night Shift on or off

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

[Open Control Center](#), touch and hold , then tap .

Schedule Night Shift to turn on and off automatically

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

1. Go to Settings  > Display & Brightness > Night Shift.
2. Turn on Scheduled.

3. To adjust the color balance for Night Shift, drag the slider below Color Temperature toward the warmer or cooler end of the spectrum.
4. Tap From, then select either Sunset to Sunrise or Custom Schedule.

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

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

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

Turn True Tone on or off

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

Do any of the following:

- [Open Control Center](#), touch and hold , then tap  to turn True Tone on or off.
- Go to Settings  > Display & Brightness, then turn True Tone on or off.

Customize the text size and zoom setting on iPad

You can increase the size of the text on your iPad display, make the text bold, and magnify the screen with Display Zoom.

Increase the text size on iPad

1. Go to Settings  > Display & Brightness.
2. Tap Text Size.
3. Drag the slider left or right to change the text size.

Make the text bold on iPad

1. Go to Settings  > Display & Brightness.
2. Turn on Bold Text.

Magnify the entire iPad screen

On [supported models](#), you can magnify the iPad screen with Display Zoom.

1. Go to Settings  > Display & Brightness.
2. Tap Display Zoom, then tap More Space.
3. Tap Done, then tap Use More Space.

Change the name of your iPad

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

1. Go to Settings  > General > About > Name.
2. Tap , enter a new name, then tap Done.

Change the date and time on iPad

The time zone on your iPad is set automatically, but if you don't have Location Services on or you don't have service, you can change it manually.

1. Go to Settings  > General > Date & Time.
2. Turn off Set Automatically, then tap Time Zone.
3. Enter a location in the search field, then tap the result to change the time zone.

Tip: To change the font color and style of the clock on the Lock Screen, see [Create a custom Lock Screen](#).

Change the language and region on iPad

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

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

2. Set the following:

- The language for iPad
- Your preferred form of address. (Available for some primary languages—for example, Spanish.) Choose feminine, masculine, or neutral. Turn on Share with All Apps so all apps personalize how they address you.
- The region
- The calendar format
- The temperature unit (Celsius or Fahrenheit)
- The measurement system (metric, US, or UK)
- The first day of the week
- Live Text (text you can select in images to copy or take action on)
- The date format
- The numbers format

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

Customize your Home Screen

Add, edit, and remove widgets on iPad

What are widgets?

Widgets give you an easy way to view current information at a glance—today's headlines, weather, reminders, battery levels, and more. You can view widgets in Today View and add them to your Home Screen or Lock Screen to keep this information at your fingertips.

You can interact with widgets on the Home Screen and Lock Screen without opening the app—you can take action on the widgets for Music, Podcasts, Safari, Home, Contacts, and more. For example, tap  on the Music or Podcasts widget to play a selection.

Tip: A Smart Stack (with dots next to it) is a combined set of widgets that uses information such as the time, your location, and activity to automatically display the most relevant widget at the appropriate time in your day. You can add a Smart Stack from the widget gallery to the Home Screen, then swipe up and down through it to see the widgets it contains.

Add a widget to your Home Screen

1. [Go to the Home Screen.](#)
2. Locate the Home Screen page where you want to add the widget, then touch and hold the Home Screen background until the apps begin to jiggle.
3. Tap Edit at the top of the screen, then tap Add Widget to open the widget gallery.
4. Scroll or search to find a widget, tap it, then swipe left and right through the size options.

The different sizes display different information.

5. When you see the size you want, tap Add Widget.
6. While the apps are still jiggling, move the widget where you want it on the screen, then tap Done.



To learn how to add a widget to your Lock Screen, see [Personalize a new Lock Screen](#).

Interact with widgets

You can perform tasks on widgets on your Home Screen or Lock Screen. Tap an item in the Reminders widget to check it off, tap the Play button in the Podcasts widget to play an episode, or tap the Home widget to turn on your living room lights—all without opening an app.

Edit a widget on your Home Screen

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

1. [Go to the Home Screen.](#)
2. Touch and hold a widget to open the [quick actions menu](#).

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

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

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

4. Tap Done.

View widgets in Today View

To view widgets in Today View, swipe right from the left edge of the Home Screen, then scroll up and down.

Note: If the widgets don't appear when you swipe right on the Home Screen, see the next task, [View widgets in Today View and Search when iPad is locked](#).

View widgets in Today View and Search when iPad is locked

1. Go to Settings , then depending on your model, tap one of the following:
 - Face ID & Passcode
 - Touch ID & Passcode
 - Passcode
2. Enter your passcode.
3. Turn on Today View and Search (below Allow Access When Locked).

Move apps and widgets on the iPad Home Screen

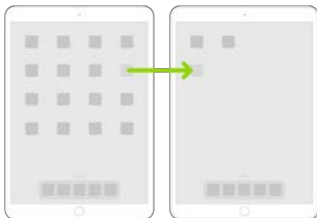
You can change the layout of your Home Screen—move apps and widgets anywhere on the screen to frame your wallpaper, or drag them to other Home Screen pages. If you have multiple Home Screen pages, each one can have a unique layout. You can also temporarily hide Home Screen pages, change where new apps get downloaded, and more.

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

Move apps and widgets around on your Home Screen

1. [Go to the Home Screen](#).
2. Touch and hold the Home Screen background until the items begin to jiggle.
3. Drag the app or widget to one of the following locations:
 - Another location on the same page—including the top, bottom, or side of the screen
 - Another Home Screen page

Drag the app or widget to the right edge of the screen. You might need to wait a moment for the new page to appear. The dots above the Dock show how many pages you have and which one you're viewing.



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

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

Remove a widget from your Home Screen

1. [Go to the Home Screen](#).
2. Touch and hold the widget to open the [Quick actions menu](#).
3. Do one of the following:
 - *To remove a widget:* Tap Remove Widget.
 - *To remove a Smart Stack:* Tap Remove Stack.

Reset the Home Screen and apps to their original layout

1. Go to Settings  > General > Transfer or Reset iPad.
2. Tap Reset, then tap Reset Home Screen Layout.

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

Customize apps and widgets on the iPad Home Screen

You can customize app icons and widgets on the Home Screen by changing their color, adding a tint, removing the app name, and more.

1. [Go to the Home Screen.](#)
2. Touch and hold the Home Screen background until the icons begin to jiggle.
3. Tap Edit at the top of the screen, then choose Customize.
4. Do any of the following:
 - *Make the icons bigger:* Tap Large. (In large size, the names of the icons disappear.)
 - *Choose a dark or light appearance for icons and widgets:* Tap Dark or Light. To show icons and widgets with a dark appearance at night and a light appearance during the day, tap Automatic.
 - *Add a color tint to icons and widgets:* Tap Tinted. Use the sliders to choose the color and saturation. You can also use the eyedropper to select a color in your wallpaper for icons.

Lock or hide an app on iPad

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If you want to show someone something on your iPad but want peace of mind that they can't get into certain apps, you can lock or hide the apps. Locking an app requires Face ID, Touch ID, or your passcode to open it. Information inside a locked app won't appear in other locations on your device—for example, in notification previews, search, Siri suggestions, or your call history.

When you lock or hide an app on your device, it's only locked or hidden on that device. The locked or hidden status of an app doesn't sync with iCloud.

Note: Children under 13 in a Family Sharing group can't lock or hide apps. Anyone aged 13 to 17 in a Family Sharing group can lock or hide an app, but a parent or guardian in the family group can see that the app was downloaded and how much time it's used, and [restrict access to it](#) using Screen Time. (These ages vary by country or region.)

Lock an app

Locking an app requires Face ID, Touch ID, or your passcode to open the app.

Note: Some of the apps that come with iPad can't be locked—including Calculator, Camera, Clock, Contacts, Find My, Maps, Shortcuts, and Settings.

1. [Go to the Home Screen.](#)
2. Locate the app you want to lock.
3. Touch and hold the app icon until the [Quick actions menu](#) opens.
4. Tap Require Face ID (or Touch ID or Passcode).
5. Tap Require Face ID (or Touch ID or Passcode) again, then authenticate using Face ID (or Touch ID or a passcode).

Open an app that's locked

You can open and use an app that you locked.

1. [Go to the Home Screen.](#)
2. Locate the app you want to open.
3. Tap the app, then authenticate using Face ID (or Touch ID or a passcode).

Unlock an app

You can unlock an app so you no longer need to use Face ID, Touch ID, or a passcode to open it.

1. [Go to the Home Screen.](#)
2. Locate the app you want to unlock.
3. Touch and hold the app icon until the [Quick actions menu](#) opens.
4. Tap Don't Require Face ID (or Touch ID or Passcode), then authenticate using Face ID (or Touch ID or a passcode).

Hide an app

Hiding an app prevents others from seeing or opening it (unless they have a way to authenticate your iPad using Face ID, Touch ID, or a passcode).

When you hide an app, its name is still visible in some places, such as Screen Time, Battery Health (in Settings), and your App Store purchase history.

Note: Apps that come installed with iPadOS 18 or later can't be hidden—only apps you download separately from the App Store can be hidden.

1. [Go to the Home Screen.](#)
2. Locate the app you want to hide.
3. Touch and hold the app icon until the [Quick actions menu](#) opens.
4. Tap Require Face ID (or Touch ID or Passcode).
5. Tap Hide and Require Face ID (or Touch ID or Passcode), authenticate using Face ID (or Touch ID or a passcode), then tap Hide App.

The app disappears from your Home Screen and moves to the Hidden folder at the bottom of App Library.

Tip: To view a list of your hidden apps, go to Settings  > Apps > Hidden Apps, then authenticate using Face ID (or Touch ID or a passcode).

Open a hidden app

You can open and use an app that you've hidden.

1. [Go to the Home Screen.](#)
2. Swipe left past all your Home Screen pages to go to App Library.
3. Tap the Hidden folder at the bottom of App Library, then authenticate using Face ID (or Touch ID or a passcode).
4. Tap the app, then authenticate using Face ID (or Touch ID or a passcode).

Unhide an app

You can stop hiding an app so that you can see and use it.

1. [Go to the Home Screen.](#)
2. Swipe left past all your Home Screen pages to go to App Library.
3. Tap the Hidden folder at the bottom of App Library, then authenticate using Face ID (or Touch ID or a passcode).
4. To move the app out of the Hidden folder, touch and hold the app, tap Don't Require Face ID (or Touch ID or Passcode), then authenticate using Face ID (or Touch ID or a passcode).
The app appears near the top of App Library.

Organize your apps in folders on iPad

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

Create a folder

1. [Go to the Home Screen.](#)
2. To create a folder, drag an app onto another app, then drag other apps into the folder.
A folder can contain multiple pages of apps.
3. To rename the folder, touch and hold it, tap Rename, then enter a new name.
If the apps begin to jiggle, tap the Home Screen background and try again.
4. When you're finished, tap Done.

Note: Organizing your apps on the Home Screen doesn't affect the organization of apps in [App Library](#).

Delete a folder from your Home Screen

1. [Go to the Home Screen.](#)
2. Touch and hold the Home Screen background until the apps begin to jiggle.
3. Tap the folder to open it, then drag all the apps out of it onto the Home Screen.
When the folder is empty, it's deleted automatically.

Move an app from a folder to the Home Screen

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

1. [Go to the Home Screen.](#)
2. Locate the folder that contains the app, then tap the folder to open it.
3. Touch and hold the app until the apps begin to jiggle.
4. Drag the app from the folder to the Home Screen.

Remove or delete apps from iPad

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

Do any of the following:

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

If you change your mind, you can [redownload apps](#) you delete.

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

- [Books](#)
- [Calendar](#)
- [Clock](#)
- [Contacts](#) (Contact information remains available through Messages, Mail, FaceTime, and other apps. To remove a contact, you must restore Contacts.)
- [FaceTime](#) (If you remove the FaceTime app from your iPad, you won't be able to make or receive FaceTime calls or use SharePlay on your iPad unless you [redownload the app](#). See [Make FaceTime calls](#).)
- [Files](#)
- [Find My](#) (Removing this app doesn't turn off location sharing or Find My for your device—it just removes the ability to view locations in the Find My app on that device.)
- [Freeform](#)
- [Health](#)
- [Home](#)
- [iTunes Store](#)
- [Magnifier](#)
- [Mail](#)
- [Maps](#)
- [Measure](#)
- [Music](#)
- [News](#)
- [Notes](#)
- [Photo Booth](#)
- [Podcasts](#)
- [Reminders](#)
- [Shortcuts](#)
- [Stocks](#)
- [Tips](#)
- [Translate](#)
- [TV](#)
- [Voice Memos](#)
- [Weather](#)

Note: When you delete a built-in app from your Home Screen, you also delete any related user data and configuration files. Removing built-in apps from your Home Screen can also affect other system functionality.

Use and customize Control Center on iPad

Control Center on iPad gives you instant access to useful controls—including Airplane Mode, Do Not Disturb, volume, screen brightness, and more.



Open Control Center

Swipe down from the top-right edge. You can jump to specific groups of controls by swiping down through the icons on the right edge of the screen. Swipe up through the icons to go back to the first group.

To close Control Center, swipe up from the bottom center of the screen.

Access more controls in Control Center

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

- Touch and hold the top-left group of controls, then tap  to open the AirDrop options.
- Touch and hold  to take a selfie, record a video, or take a photo.



Customize controls

You can rearrange, add, and remove controls in Control Center.

1. [Open Control Center](#).
2. Tap  at the top left of Control Center to begin editing the controls.
3. Do any of the following:
 - *Rearrange controls:* Drag a control to a new position.
 - *Remove a control or a set of controls:* Tap  at the upper left of the control.
 - *Resize a control:* Drag the handle at the lower right of the control.
 - *Add more controls:* Tap Add a Control at the bottom of the screen to open the controls gallery, then tap a control to add it to Control Center.



4. When you finish customizing, close Control Center by swiping up from the bottom center of the screen.

Add a custom group of controls

You can add a new group of controls to Control Center.

1. [Open Control Center](#).
2. Tap  at the top left of Control Center to begin editing the controls.
3. Tap the bottommost icon (the little circle) along the right edge of the screen.
4. Tap Add a Control at the bottom of Control Center to open the controls gallery.
5. Tap a control in the controls gallery to add it to the group.
6. To further customize the new group of controls, do any of the following:
 - *Rearrange controls:* Drag a control to a new position.
 - *Remove a control or a set of controls:* Tap  at the upper left of the control.
 - *Resize a control:* Drag the handle at the lower right of the control.
 - *Add more controls:* Tap Add a Control at the bottom of Control Center to open the controls gallery, then tap a control to add it to the group.
7. When you finish customizing, close Control Center by swiping up from the bottom center of the screen.

Temporarily disconnect from a Wi-Fi network

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

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

Because Wi-Fi isn't turned off when you disconnect from a network, AirPlay and AirDrop still work, and iPad joins known networks when you change locations or restart iPad. To turn off Wi-Fi, go to Settings  > Wi-Fi. (To turn on Wi-Fi again in Control Center, tap .) For information about turning Wi-Fi on or off in Control Center while in Airplane Mode, see [Travel with iPad](#).

Temporarily disconnect from Bluetooth devices

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

Because Bluetooth® isn't turned off when you disconnect from devices, location accuracy and other services are still enabled. To turn off Bluetooth, go to Settings  > Bluetooth, then turn it off. To turn on Bluetooth again in Control Center, tap . For information about turning Bluetooth on or off in Control Center while in Airplane Mode, see [Travel with iPad](#).

Turn off access to Control Center in apps

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

Change your default web browser or email app on iPad

Safari and Mail are the default web browser and email apps on iPad, but you can use apps you download from the App Store instead.

Change your default web browser

Make sure the web browser app you want to switch to supports this feature. If you aren't sure, [contact the app developer](#).

1. Go to Settings  > Apps > Safari.
2. Tap Default Browser App, then tap the browser you want to set as the default browser.

The app you choose will open when you tap a URL.

Change your default email app

Make sure the web browser app you want to switch to supports this feature. If you aren't sure, [contact the app developer](#).

1. Go to Settings  > Apps > Mail.
2. Tap Default Mail App, then tap the mail app you want to set as the default.

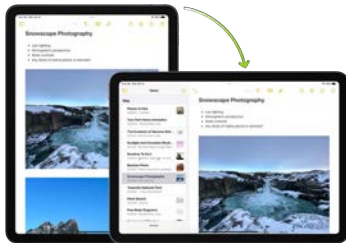
The app you choose will open when you tap an email message.

Rotate your iPad screen

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

Rotate the screen

1. To make sure the rotation lock is off, [open Control Center](#), then tap  if it's red.
2. Turn your iPad sideways.



Lock or unlock the screen orientation

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

[Open Control Center](#), then tap .

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

Set up Focus, notifications, and Do Not Disturb

View and respond to notifications on iPad

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

Note: While you're using an app, you might be asked how you want to receive notifications from it—immediately, not at all, or in [ascheduled summary](#).

You can [change this setting](#) later in Settings > Notifications.

Find your notifications in Notification Center

Unless you have notifications silenced with a [Focus](#) or [Do Not Disturb](#), iPad displays notifications as they arrive. If you don't read one right away, it's saved in Notification Center so you can check it later.

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

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

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

Respond to notifications

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

Do any of the following:

- *To expand a group of notifications to see them individually:* Tap the group. To close the group, tap Show Less.
- *To view a notification and perform quick actions if the app offers them:* Touch and hold the notification.
- *To open a notification's app:* Tap the notification, then tap Open.
- *To respond to a notification when iPad is locked:* Touch and hold the notification.

Schedule a notification summary

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

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

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

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

View, dismiss, clear, and mute notifications

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

- *Handle a notification you receive while using another app:* Pull it down to view it, then swipe up to dismiss it.
- *Clear notifications:* Swipe left on a notification or group of notifications, then tap Clear or Clear All.
- *Mute notifications for an app:* Swipe left on the notification or group of notifications, tap Options, then tap an option to mute the app's notifications for an hour or a day. This sends them directly to Notification Center and prevents them from appearing on the Lock Screen, playing a sound, lighting up the screen, or presenting a banner.
To see and hear these notifications again, swipe left on a notification in Notification Center, tap Options, then tap Unmute.
- *Turn off notifications for an app or notification group:* Swipe left on a notification or group of notifications, tap Options, then tap Turn Off.
- *Change how an app displays notifications:* Swipe left on a notification, tap Options, then tap View Settings. See [Change notification settings](#) to learn about the settings you can change.
- *Clear all your notifications in Notification Center:* [Go to Notification Center](#), tap , then tap Clear.
- *Silence all notifications:* Turn on Do Not Disturb. See [Turn on or schedule a Focus](#).

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

Show recent notifications on the Lock Screen

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

1. Go to Settings , then, depending on your model, tap one of the following.
 - Face ID & Passcode
 - Touch ID & Passcode
 - Passcode
2. Enter your passcode.
3. Turn on Notification Center (below Allow Access When Locked).

Change notification settings on iPad

Choose when and how notifications appear, which apps can send them, and what sounds they make. You can also set up location-based alerts. Many notification settings apply to all app notifications, while others can be customized for individual apps.

Change the appearance of notifications

1. Go to Settings  > Notifications.

2. Choose how you want notifications displayed on the Lock Screen:
 - *View just the number of notifications:* Tap Count.
 - *View the notifications grouped into stacks by app:* Tap Stack.
 - *View the notifications in a list:* Tap List.

When notifications arrive, you can change the layout by pinching the notifications on the Lock Screen.

Change the frequency of notifications

To minimize interruptions from notifications throughout the day, you can schedule a notification summary that includes notifications for several apps at once.

1. Go to Settings  > Notifications > Scheduled Summary.
2. Turn on Scheduled Summary, then tap Continue.
3. Schedule times for the notification summary to appear.
4. Select the apps to include in your notification summary, then tap Add Apps.
5. To choose when you want notification previews to appear, tap Show Previews, select an option, then tap  at the top of the screen.

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

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

Choose notification sounds for individual apps

You can choose the sound that plays when a notification arrives for an app.

1. Go to Settings  > Notifications.
2. Tap an app below Notification Style, then turn on Allow Notifications.
3. Tap Sounds, select a sound, then tap  at the top of the screen.

You can choose immediate or scheduled delivery for the app's notifications, where you want them to appear (on the Lock Screen, in Notification Center, or as a banner at the top of the screen), and more.

Turn off notifications selectively for individual apps

1. Go to Settings > Notifications > Siri Suggestions.
2. Turn on Allow Notifications.
3. Turn off any app.

Turn off location-based alerts

Some apps use your location to send you relevant alerts based on where you are. For example, the Weather app might send you alerts based on your location.

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

1. Go to Settings  > Privacy & Security > Location Services.
2. Turn on Location Services.
3. Tap an app (if any appear in the list), then choose whether you want to share your location while using that app.

Set up a Focus on iPad

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

Tip: To quickly silence all notifications, [open Control Center](#), tap Focus, then turn on Do Not Disturb.

Set up a Focus

1. Go to Settings  > Focus, then tap a Focus—for example, Do Not Disturb, Personal, or Work.

For your Focus, you can set up the options described in the steps below, but you don't have to set up all of them.



2. Specify which people and apps to allow notifications from during your Focus:
 - **People:** Tap People, then tap Allow Notifications From. Tap , select contacts, tap Done, then tap  at the top of the screen. You can also silence specific people by tapping Silence Notifications From instead.
 - **Apps:** Tap Apps, then tap Allow Notifications From. Tap , select apps, tap Done, then tap  at the top of the screen. You can also silence specific apps by tapping Silence Notification From instead.
3. Tap Options, then do any of the following:
 - **Show silenced notifications in Notification Center instead of on the Lock Screen:** Turn off Show On Lock Screen.
 - **Darken the Lock Screen during this Focus:** Turn on Dim Lock Screen.
 - **Hide notification badges on Home Screen apps:** Turn on Hide Notification Badges.
 - **Dim the Lock Screen during this Focus:** Turn on Dim Lock Screen.
4. When you're finished selecting options, tap  at the top of the screen.
5. Specify the Lock Screen and Home Screen options:
 - **Choose the Lock Screen for this Focus:** Tap the Lock Screen preview below Customize Screens, select a Lock Screen, then tap Done at the top of the screen.
 - **Choose the Home Screen for this Focus:** Tap the Home Screen preview below Customize Screens, select a Home Screen page, tap Done, then tap  at the top of the screen.

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

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

Turn a Focus on or off

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

Add Focus filters

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

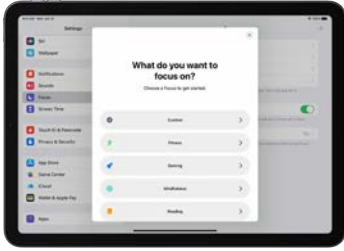
1. Go to Settings > Focus, then tap the Focus you want to add filters to.
2. Tap Customize Focus, then tap Add Filter (below Focus Filters).
3. Tap an app, tap Choose, then select the information from that app you want to see during the Focus:
 - **Calendar:** Choose which calendar you want to show during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

Create a custom Focus

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

1. Go to Settings  > Focus.

2. Tap **+** at the top right, then tap Custom.



3. Enter a name for your Focus, then tap Return.
4. Choose a color and an icon to represent your Focus, then tap Next.
5. Tap Customize Focus, then set up the options for your custom Focus, following the instructions in [Set up a Focus](#).

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

You can use the same Focus settings on all your Apple devices where you're [signed in to the same Apple Account](#).

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

Allow or silence notifications for a Focus on iPad

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

Allow or silence notifications from specific people during a Focus

1. Go to Settings  > Focus, then choose a Focus—for example, Do Not Disturb, Personal, Sleep, or Work.
2. Tap People (or Choose People), then do any of the following:
 - *Allow specific people:* Tap Allow Notifications From, tap , then select from your contacts.
You can also turn on options to allow calls from certain groups of people and allow repeated calls (two or more calls from the same person within 3 minutes).
 - *Silence specific people:* Tap Silence Notifications From, tap , then select from your contacts.
You can also turn on Allow Calls From Silenced People.

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

Allow or silence notifications from specific apps during a Focus

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

Note: You can allow or silence notifications from specific web apps you've added to your Home Screen. (See [Add a website icon to your Home Screen](#).)

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

Share your Focus status

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

When you give an app permission to share your Focus status, others can see that you have notifications silenced, but not the name of the Focus you have turned on. This information is shared only when you have a Focus turned on and after you give the app permission.

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

Allow calls from emergency contacts when notifications are silenced

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

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

Turn on or schedule a Focus on iPad

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

Turn on a Focus in Control Center

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

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



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



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

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

Schedule a Focus to turn on or off

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

1. Go to Settings > Focus, then tap the Focus you want to schedule.

If a time appears below Set a Schedule, you can tap it to set a schedule for turning the Focus on and off.

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

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

Turn a Focus on or off using Siri

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

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

Turn off a Focus

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

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

Delete a Focus

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

1. Go to Settings > Focus.
2. Tap the Focus, scroll to the bottom of the screen, then tap Delete Focus.

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

Customize sharing options in an iPad app

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

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

1. Open a document in the app, then tap .
2. Swipe left over the row of buttons, tap More, then tap Edit.



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

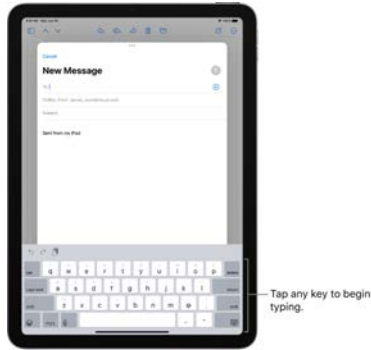
Work with text and graphics

Enter, select, and revise text

Type with the onscreen keyboard on iPad

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

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



Enter text using the onscreen keyboard

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

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

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

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

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

See [Select and edit text](#).

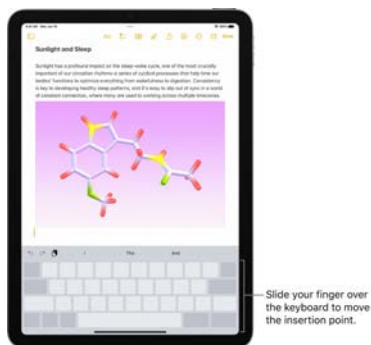
Turn on keyboard sounds

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

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

Turn the onscreen keyboard into a trackpad

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



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

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

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

Enter accented letters or other characters while typing

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

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



You can also do any of the following:

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

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

Move text

1. In a text editing app, [select](#) the text you want to move.

2. Touch and hold the selected text until it lifts up, then drag it to another location within the app.



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

Change keyboard settings

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

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

Dictate text on iPad

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

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

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

When using Dictation, cellular data charges may apply. (See [View or change cellular data settings.](#))

Turn on Dictation

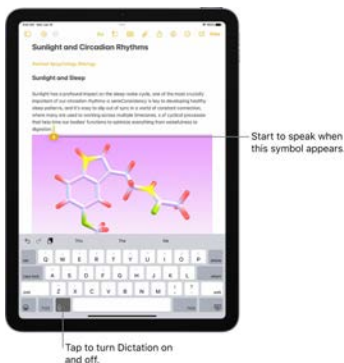
1. Go to Settings > General > Keyboard.
2. Turn on Enable Dictation. If a prompt appears, tap Enable Dictation.

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

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

Dictate text

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



2. Tap on the onscreen keyboard (or in any text field where it appears).
3. When appears above the insertion point, begin to dictate your text.

4. To insert an emoji or a punctuation mark, or perform simple formatting tasks, do any of the following:
- *Add emoji:* Say the name of an emoji, like “heart emoji” or “car emoji.”
 - *Add punctuation:* Say the name of the punctuation mark, such as “exclamation point.”
Note: In supported languages, Dictation automatically inserts commas, periods, and question marks as you dictate. To turn off automatic punctuation, go to Settings  > General > Keyboard, then turn off Auto-Punctuation.
 - *Change formatting:* Say a formatting command such as “new line” or “new paragraph.”
 - *Make text changes:* Say a command such as “select ...” or “delete ...” to make changes to text.
 - *Undo or repeat a command:* Say “undo” or “redo” if you change your mind or want to repeat a command.
5. When you’re done, tap  or say “stop dictation”; Dictation stops automatically when you stop speaking for 30 seconds.

For a full list of the commands you can use while dictating, see [Commands for dictating text](#).
When you use a keyboard for another language, you can use Dictation in that language as well. See [Add or change keyboards](#).

Turn off Dictation

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

Commands for dictating text on iPad

When you dictate text, you can say commands for punctuation, formatting, capitalization, and more. In some languages, you can insert emoji using your voice while dictating. The commands listed below are always available while you’re dictating text.

Punctuation

Command	Result
Period	.
Comma	,
Exclamation point	!
Question mark	?
Dollar sign	\$
Open parenthesis	(
Close parenthesis	)
Quote	"
End quote	"
Colon	:
Semicolon	;
Hashtag	#

For some languages, Dictation automatically adds certain punctuation as you dictate text.

Format text

Command	Result
Cap	Capitalize the next word
Caps on ... caps off	Capitalize the first character of each enclosed word
All caps	Make the next word all uppercase
All caps on ... all caps off	Make the enclosed words all uppercase
No caps on ... no caps off	Make the enclosed words all lowercase

Command	Result
No space	Eliminate the space between two words (not available for all languages)
No space on ... no space off	Run a series of words together (not available for all languages)
New paragraph	Start a new paragraph
New line	Start a new line

Change, insert, and delete text

Command	Result
Change ... to ...	Replace existing text with new text
Insert ... before ...	Insert new text before existing text
Insert ... after ...	Insert new text after existing text
Select ...	Select text
Delete ...	Delete text
Delete all	Delete all text
Undo	Undo the action
Redo	Redo the action

The commands above are available in U.S. English on [supported models](#).

Insert emoji

In some languages you can insert emoji using your voice while dictating—for example, say “heart emoji” for ❤️ or “car emoji” for 🚗. See below for more examples of emoji commands and the corresponding result.

Command	Result
Smiley emoji	
Halo emoji	
Laugh out loud emoji	
Heart eyes emoji	

Command	Result
Amazing emoji	
Yum emoji	
Congrats emoji	
Goofy emoji	
Sick emoji	
Scream emoji	
Hug emoji	
Fingers crossed emoji	
Purple heart emoji	

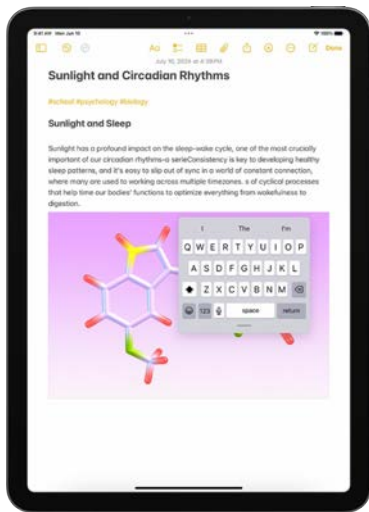
Command	Result
Cheers emoji	
Celebrate emoji	
Speech balloon emoji	
Puppy emoji	
Music emoji	
Rainbow emoji	
Present emoji	

Move the iPad onscreen keyboard

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

Use a floating keyboard

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



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

Turn Split Keyboard on

On [models that support Split Keyboard](#), do one of the following to turn the Split Keyboard setting on:

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

Split the keyboard

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

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

Undock the keyboard

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

1. Tap in a text field to open the onscreen keyboard.
2. Touch and hold , slide your finger to Undock, then release.
The keyboard moves up off the bottom of the screen. You can type with the keyboard in this position.
3. To return the undocked keyboard to its original position, touch and hold , slide your finger to Dock, then release.

Select, cut, copy, and paste text on iPad

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

Select and edit text

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

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



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

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

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

Insert text by typing

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

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



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

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

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

Use predictive text on iPad

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

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

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

Apply inline text predictions

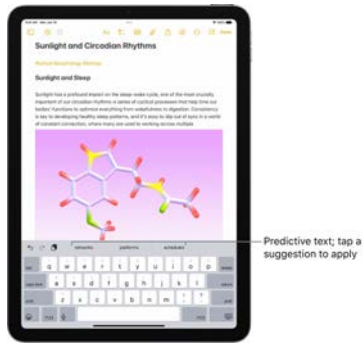
As you type, predictions that complete the word or phrase you're typing appear inline in gray text. Tap the Space bar to accept the prediction for the word or phrase; keep typing to reject it.

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

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

Apply predictive text

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



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

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

Turn predictive text off or on

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

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

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

Save keystrokes with text replacements on iPad

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

Create a text replacement

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

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

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

Create a text replacement for word and input pairs

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

Shortcuts are available for the following:

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

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

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

Reset your personal dictionary

1. Go to Settings  > General > Transfer or Reset iPad > Reset, then tap Reset Keyboard Dictionary.
 2. Tap Reset Keyboard Dictionary.
- All custom words and shortcuts are deleted, and the keyboard dictionary returns to its default state.

Add or change keyboards on iPad

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

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

Add or remove a keyboard for another language

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

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

Switch to another keyboard

- *On the onscreen keyboard:* Touch and hold  or , then tap the name of the keyboard you want to switch to.
You can also tap  or  to switch from one keyboard to another. Continue tapping to access other enabled keyboards.
- *On an external keyboard:* Press and hold Control, then press the Space bar to cycle between English, emoji, and [other keyboards you add for another language](#).
With Magic Keyboard for iPad and Smart Keyboard, you can also press  to switch from one keyboard to another.

Assign an alternative layout to a keyboard

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

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

Add emoji, Memoji, and stickers with the iPad keyboard

As you type, you can use the iPad keyboard to enter emoji, Memoji, and stickers to express yourself in messages and documents.

Add an emoji, Memoji, or sticker

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

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



2. Swipe left or right to browse emoji, Memoji, and stickers, or tap a symbol below the emoji keyboard to jump to that category.
3. Tap an image to add it to your text field.
To see variations of an emoji—such as different skin tones—touch and hold the emoji, then drag your finger and release it on the variation you like.
4. Tap ABC to return to the regular keyboard.

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

Decorate with stickers

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

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

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

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

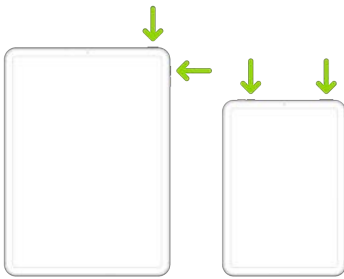
You can also drag a sticker from the stickers menu or the emoji keyboard to your document.

Take a screenshot on iPad

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

Take a screenshot

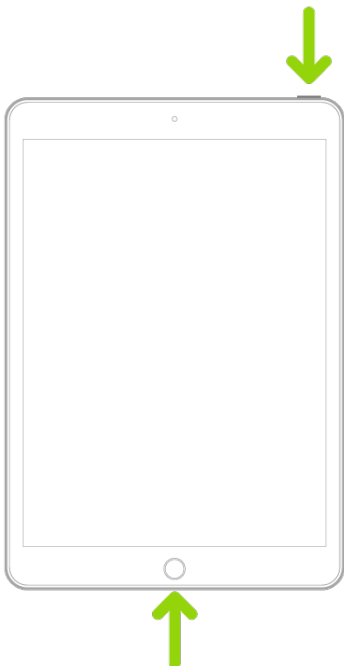
1. Quickly press and release the top button and either volume button at the same time.
A thumbnail of the screenshot temporarily appears in the lower-left corner of your screen.
2. Tap the thumbnail to view the screenshot or swipe left to dismiss it.



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

Take a screenshot with an iPad that has a Home button

1. Quickly press and release the top button and the Home button at the same time.
A thumbnail of the screenshot temporarily appears in the lower-left corner of your screen.
2. Tap the thumbnail to view the screenshot or swipe left to dismiss it.



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

Take a full-page screenshot

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

1. Do one of the following:

- *On an iPad with Face ID:* Quickly press and release the top button and either volume button at the same time.
- *On an iPad with a Home button:* Quickly press and release the top button and the Home button at the same time.

2. Tap the screenshot thumbnail in the lower-left corner of the screen.

3. Tap Full Page, tap Done, then do one of the following:

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

Take a screen recording on iPad

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

1. Swipe down from the top-right corner of the screen to [open Control Center](#).
2. Touch and hold the background of the screen, then tap Add a Control.
3. In the Control Center gallery, tap  to add the screen recording control to Control Center, then tap anywhere on the screen to close the gallery.

Once you've added the screen recording control to Control Center, you don't need to add it again for future recordings.

4. Tap , then wait for the 3-second countdown to start recording.
5. To stop recording, tap the red circle at the top of the screen, then tap .

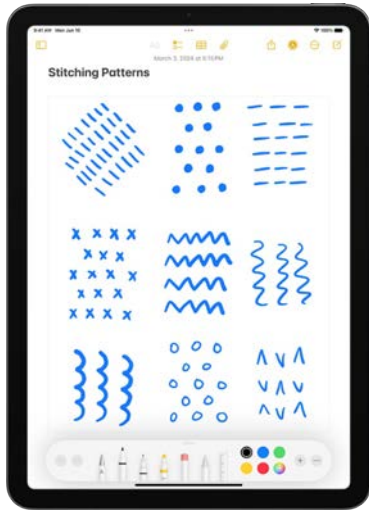
Screen recordings are automatically saved to your photo library in the Photos app. To see all of your screen recordings in one place, open Photos, then tap Screen Recordings below Media Types in the Photos sidebar.

Note: Screen recordings may include audio as well as video, although some apps might not allow you to record one or the other. You can't record your screen and use screen mirroring at the same time.

Use Markup tools

Write and draw in documents with Markup on iPad

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



Open the Markup toolbar

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

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

Write and draw

1. In a supported app, tap  or Markup.

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

While writing or drawing, do any of the following:

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

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

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

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

Move or edit handwritten text or drawings

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

- *Select a word or drawn object:* Double-tap it.
- *Select a sentence:* Triple-tap it.
- *Select a paragraph or text block:* Touch and hold the first word, then drag to the last word. To select more precisely, drag slowly. In the Notes app, Markup recognizes handwritten text separately from drawn objects, so you can select handwriting alone. If you want to include drawings in your selection, you can drag over them, too.
- *Select multiple drawn objects:* With the Lasso tool selected, draw around the objects with your finger or Apple Pencil, then tap the selection.

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

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

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

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

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

For more ways to edit your handwriting or drawing in Notes, see [Add drawings and handwriting](#).

Erase a mistake

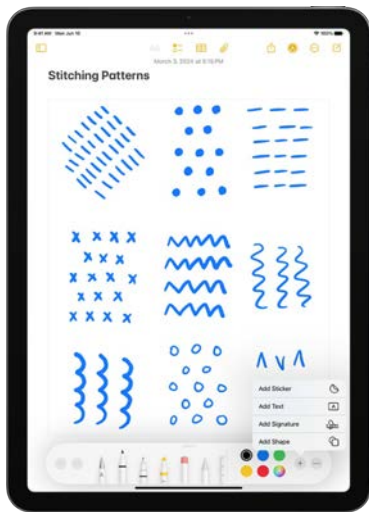
Note: If you don't see the Markup toolbar, tap  or Markup. If the toolbar is minimized, tap its minimized version.

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

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

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

In supported apps, such as Notes and Photos, you can use the Markup tools to add text, shapes, stickers, and image descriptions to your images and documents.



Add text

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

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

Add and edit typed text

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

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

Add a shape

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

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

Draw a shape

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

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

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

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

Add a sticker with Markup

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

1. In a supported app, tap  or Markup.
2. In the Markup toolbar, tap , then tap Add Sticker.
3. Touch a sticker, then drag it onto your document or photo.
To adjust the angle of the sticker, before lifting your finger, rotate a second finger around the sticker.
4. Touch and drag a dot around the outline of the sticker to adjust its size.

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

Add custom image descriptions

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

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

Fill out forms, sign documents, and create signatures on iPad

You can fill out forms and sign documents that you receive on your iPad. After you complete a form, you can add your signature and share it with others. You can also use AutoFill to quickly fill out forms with information you saved in the Contacts app. In supported apps, you can use Markup to add your signature to a document or create multiple signatures to use in different images and documents.

Fill out forms and add signatures

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

Fill out forms with AutoFill

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

1. Go to the file you want to open.
2. Tap the file to open the document.
If prompted, open the document in the Files app, then tap Save.
3. Tap , then tap a blank field.
4. Tap an option from your saved contact info to complete the field.
Tap "Choose other" to use AutoFill to enter another person's information from your contact list, such as a family member or caregiver.
5. Tap any field to select it, then tap again to make changes using the onscreen keyboard.
6. Tap Done to close the document.

Add your signature with Markup

In supported apps, such as Notes and Photos, you can use the Markup tools to add your signature to images and documents.

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

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

Add or delete signatures

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

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

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

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

Live Text recognizes text within your photos, videos, and images you find online. You can interact with this text in multiple ways. You can select text to copy, share, or translate, or you can use quick actions to perform tasks like making a phone call, opening a website, or converting currencies.

Live Text is available on [supported models](#) and can be used in Safari, Photos, Camera, Quick Look, and more.

Turn on Live Text

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

1. Go to Settings  > General > Language & Region.
2. Turn on Live Text.

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

1. Open a photo or pause a video that contains text.
2. Tap , then touch and hold the selected text.
3. Use the grab points to select specific text, then do any of the following:
 - *Copy Text:* Copy text to paste into another app such as Notes or Messages.
 - *Select All:* Select all the text within the frame.
 - *Look Up:* Show personalized web suggestions.
 - *Translate:* Translate text.
 - *Search the web:* Look up the selected text on the web.
 - *Share:* Share text using AirDrop, Messages, Mail, or other available options.
4. Tap  to return to the photo or video.

Perform tasks within a photo or video with quick actions

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

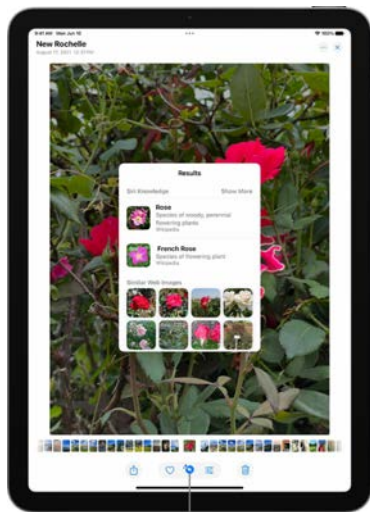
1. Open a photo or pause a video that contains text.
2. Tap .
3. Tap a quick action at the bottom of the screen.
4. Tap  to return to the photo or video.

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

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

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

Visual Look Up is available on [on supported models](#) and can be used in Photos, Safari, Quick Look, and more.



Visual Look Up is available.

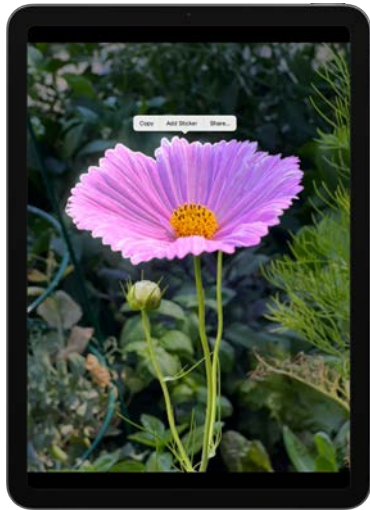
1. Open a photo or image in full screen, or pause a video on any frame.
If the Info button displays a symbol with stars such as ⓘ or ⓘ, Visual Look Up is available.
2. Tap the starred Info button, then tap Look Up at the top of the photo information to view the Visual Look Up results.
3. Tap the screen anywhere outside the Visual Look Up results box to close it, then tap ⓘ to close the photo or video info box.

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

Lift a subject from the photo background on iPad

You can isolate the subject of a photo or video frame from its background and then copy or share it in other documents and apps.

This feature is available on [supported models](#) and can also be used in Photos, Safari, Quick Look, and more.

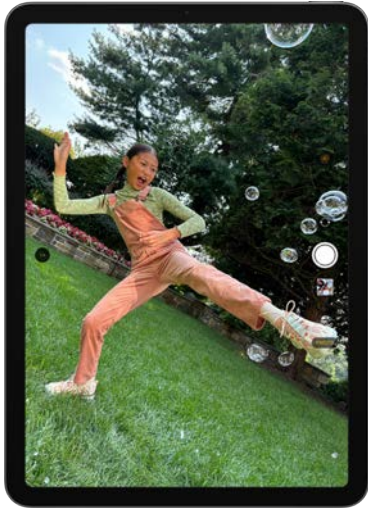


1. Open a photo in full screen, or pause a video on any frame.
2. Touch and hold the subject. When an outline appears around the subject, do one of the following:
 - Continue to touch the subject, then drag the subject into another document.
 - Tap Copy or Copy Subject, then paste the subject into an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

Camera

Take photos with your iPad camera

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



Take a photo

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

1. Open Camera  on your iPad.
2. Tap the Shutter button or press either volume button.

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

Use the timer

You can set a timer on your iPad camera to give yourself time to get in the shot.

1. Open Camera  on your iPad.
2. Tap , then tap 3s or 10s.
3. Tap the Shutter button to start the timer.

Turn the flash on and off

You can control the flash on iPad models that support [True Tone Flash](#).

1. Open Camera  on your iPad.
2. Tap , then tap Auto, On, or Off.

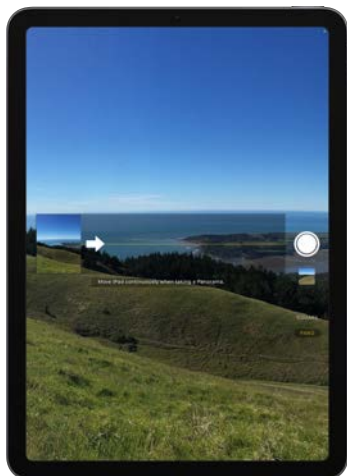
Zoom in or out

1. Open Camera  on your iPad.
2. Do one of the following:
 - Pinch the screen to zoom in or out.
 - Tap 1x on the left side of the screen.
 - Drag the slider on the left side of the screen up or down.
 - Touch and hold the zoom controls on the left side of the screen, then drag the slider right or left.

Take a panorama photo

1. Open Camera  on your iPad.
2. Choose Pano mode, then tap the Shutter button.

3. Pan slowly in the direction of the arrow, keeping it on the center line.



4. To finish, tap the Shutter button again.

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

Capture action shots with Burst mode

Use Burst mode with your iPad camera to capture photos of a moving subject, or when you want to take multiple high-speed photos so that you have a range of photos to choose from. You can take Burst photos with the front and rear cameras.

1. Open Camera  on your iPad.
2. Choose Photo or Square mode.
3. Touch and hold the Shutter button to take rapid-fire photos.
The counter shows how many shots you took.
4. Lift your finger to stop.
5. To select the photos you want to keep, tap the Burst thumbnail, then tap Select.
Gray dots below the thumbnails mark the suggested photos to keep.
6. Tap the circle in the lower-right corner of each photo you want to save as an individual photo, then tap Done.

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

Take Live Photos with your iPad camera

A Live Photo captures what happens just before and after you take a photo, including the audio. You take a Live Photo just like you do a normal photo.

Take a Live Photo

1. Open Camera  on your iPad.
2. Make sure Camera is set to Photo mode and that Live Photo is turned on.
Note: Live Photo is on by default. When it's on, you see the Live Photo button  in yellow on the right side of the screen.
3. Tap the Shutter button to take a Live Photo.
4. To play the Live Photo, tap the photo thumbnail below the Shutter button, then touch and hold the screen.

Live Photos are automatically saved in your photo library in the Photos app. To add effects such as bounce and loop to Live Photos, see [Add effects to a Live Photo](#).

Turn off Live Photos

1. Open Camera  on your iPad.
2. Make sure Camera is set to Photo mode.
3. Tap the Live Photo button  on the right side of the screen so that a slash appears through the button.

If you've already taken a Live Photo and want to turn the effect off, see [Make Live Photo edits](#).

Take a selfie with your iPad camera

Use your iPad camera to take a photo of yourself (a selfie). You can take selfies in Photo mode, Portrait mode, Video mode, or Square mode.

Take a selfie

1. Open Camera  on your iPad.

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

Mirror the front camera

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

To turn the flash on or off, tap , then choose Auto, On, or Off.

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

Take a selfie in Portrait mode with your iPad camera

On [supported models](#), you can use Portrait mode when you take a selfie with the front camera. This effect keeps your face sharp while creating a beautifully blurred foreground and background. Depending on your iPad model, you can also apply Portrait Lighting effects and adjust the level of the background blur.

Take a selfie in Portrait mode

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

Change the Portrait Lighting effect

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

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

Adjust Depth Control in Portrait mode selfies

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

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

The Depth Control slider appears on the right.
5. Drag the slider up or down to adjust the effect.
6. Tap the Shutter button to take the shot.

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

Record videos with your iPad camera

Use your iPad camera to record videos including slow-motion and time-lapse.

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

Record a video

1. Open Camera  on your iPad.
2. Choose Video mode.

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

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

Record HD or 4K video

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

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

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

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

Use quick toggles to change video resolution and frame rate

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

Record a slow-motion video

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

1. Open Camera  on your iPad.
2. Choose Slo-mo mode.
3. Tap the Record button or press either volume button to start and stop recording.

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

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

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

Capture a time-lapse video

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

Adjust Auto FPS settings

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

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

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

Lock the white balance setting

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

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

Change advanced camera settings on your iPad

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

Adjust the focus and exposure

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

1. Open Camera  on your iPad.
2. Tap the screen to show the automatic focus area and exposure setting (in yellow).
3. Tap where you want to move the focus area.

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

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

Use a grid to straighten your shot

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

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

Save camera settings

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

- Go to Settings  > Camera > Preserve Settings.

Adjust the shutter volume

1. Open Camera  on your iPad.
2. [Open Control Center](#), then drag  up or down.
3. Tap the screen outside of Control Center to go back to Camera.

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

Note: In some countries and regions, you can't mute the shutter sound.

Turn Scene Detection off and on

On [supported models](#), the Scene Detection setting can identify what you're taking a photo of and apply a tailored look to bring out the best qualities in the scene.

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

Turn Lens Correction off and on

On [supported models](#), the Lens Correction setting adjusts photos taken with the front camera or Ultra Wide camera for more natural-looking results.

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

Adjust HDR camera settings on iPad

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

Turn off automatic HDR

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

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

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

View, share, and print photos on iPad

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

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

View your photos

1. Open Camera  on your iPad.
2. Tap the thumbnail image below the Shutter button.
3. Swipe right to see the photos you've taken recently.
Tap the screen to show or hide the controls.
4. Tap All Photos to see all your photos and videos saved in Photos.

Share and print your photos

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

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

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

Upload photos and keep them up to date across devices

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

Use Live Text with your iPad camera

On [supported models](#), use your iPad camera to copy, share, look up, and translate text that appears within the camera frame. Camera also provides quick actions to easily call phone numbers, visit websites, convert currencies, and more, based on the text that appears in the frame.

1. Open Camera  on your iPad.
2. Position your iPad so the text appears within the camera frame.
3. After the yellow frame appears around detected text, tap .
4. Touch and hold the text, then use the grab points to select specific text and perform any of the actions below:
 - *Copy*: Copy text to paste into another app such as Notes or Messages.
 - *Select All*: Select all the text within the frame.
 - *Look Up*: Show personalized web suggestions.
 - *Translate*: Translate text.
 - *Search Web*: Look up the selected text on the web.
 - *Share*: Share text using AirDrop, Messages, Mail, or other available options.

Tip: Depending on the content, you can tap a quick action at the bottom of the screen to do things like make a phone call, visit a website, start an email, convert currencies, and more.
5. Tap  to return to Camera.

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

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

Scan a QR code with your iPad camera

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

Use the camera to read a QR code

1. Open Camera  on your iPad.
2. Position iPad so that the code appears on the screen.
3. Tap the notification that appears on the screen to go to the relevant website or app.

Open the Code Scanner from Control Center

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

Scan documents with your iPad camera

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

1. Open Camera  on your iPad.

Make sure Camera is in Photo mode.
2. Position iPad so the document appears on the screen, then tap Scan Document; iPad automatically captures the page.

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

Tip: On [supported models](#), turn on the flash  to remove shadows and enhance colors.
3. Repeat the step above to scan additional pages.
4. Tap the thumbnails at the bottom of the screen to crop, rotate, or adjust the coloring of the scan.
5. Tap Save, then choose one of the following:
 - *Save the scan in the Files app*: Tap Done, tap Save to Files, then tap Save.
 - *Share the scan using AirDrop, Mail, Messages, or another app*: Tap , then tap a share method.
 - *Delete the scan*: Tap Done, then tap Delete.

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

Apps

App Store

Get apps in the App Store on iPad

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

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

Find apps

1. Go to the App Store app  on your iPad.
2. Tap any of the following:
 - *Today*: Browse featured stories, apps, and in-app events.
 - *Games*: Find your next game across dozens of categories including action, adventure, racing, puzzles, and more.
 - *Apps*: Explore new releases, see the top charts, or browse by category.
 - *Arcade*: Enjoy the curated collection of premium games from Apple Arcade (subscription required) without ads or in-app purchases.
 - *Search*: Enter what you're looking for, then tap Search on the keyboard. You can also explore different categories or browse the suggested apps.
3. Tap an app to see the following information and more:
 - Screenshots or previews
 - In-app events and offers
 - Ratings and reviews
 - Supported languages
 - Game Center and Family Sharing support
 - Compatibility with other Apple devices
 - File size
 - Privacy information; see [Control access to information in apps](#)

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

Buy and download an app

1. Go to the App Store app  on your iPad.
2. Navigate to the app you want, then tap Get (if the app is free) or the price.

If you see  instead of Get or the price, you've already purchased this app before. Tap  to download it again for free.
3. If required, authenticate with Face ID, Touch ID, or your passcode to complete your purchase.

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

Get the App Store widget

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

Share or give an app

1. Go to the App Store app  on your iPad.
2. Tap the app you want to share or give to see its details.
3. Tap , then choose a sharing option or tap Gift App (not available for all apps).

Redeem or send an Apple Gift Card

1. Go to the App Store app  on your iPad.
2. Tap  or your picture at the top right.

3. Tap one of the following:

- Redeem Gift Card or Code
- Send Gift Card by Email

Play games

Subscribe to Apple Arcade on iPad

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

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

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

Subscribe to Apple Arcade

1. Go to the App Store app  on your iPad.
2. Tap Arcade, then tap the subscription button.
3. Review the free trial (if eligible) and subscription details, then follow the onscreen instructions.

Share Apple Arcade with family members

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

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

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

Play Apple Arcade games on your Apple devices

If you subscribe to Apple Arcade, you can play and access your game progress on every [compatible device](#) where you're [signed in to your Apple Account](#). (Not all Apple Arcade games are available on Mac and Apple TV.)

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

Change or cancel your Apple Arcade subscription

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

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

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

Get games from the App Store on iPad

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

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

Find games

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

Get more info about a game

1. Go to the App Store app  on your iPad.

2. Tap a game to see the following information and more:

- Screenshots or previews
- In-app events and offers
- Ratings and reviews
- Supported languages
- Game Center and game controller support
- Compatibility with other Apple devices
- File size
- Privacy information; see [Control access to information in apps](#)

Buy and download a game

1. Go to the App Store app  on your iPad.
2. Navigate to the game you want, then tap the price. If the game is free, tap Get.
If you see  instead of Get or the price, you've already purchased this game before. Tap  to download it again for free.
3. If required, authenticate with Face ID, Touch ID, or your passcode to complete your purchase.

Use Game Center to play with friends on iPad

With Game Center, you can send friend requests, manage your user profile, earn achievements, compete on leaderboards, and play with friends during a FaceTime call. You can use Game Center to access supported games across all your Apple devices.

Set up your Game Center profile

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

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

Add friends

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

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

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

Get friend suggestions and see what they're playing

In the App Store, you can invite your contacts to connect on Game Center and see your friends' recent activity.

1. Go to the App Store app  on your iPad.
2. Tap Games or Arcade (if you [subscribe to Apple Arcade](#)).
3. Scroll down to Game Center to see Friends are Playing, Recent Activity, or Friend Suggestions.

Play games with friends using SharePlay

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

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

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

Report a user or remove a friend

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

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

Manage Game Center settings and restrictions

You can view friends, accept or decline requests, manage privacy settings, and set restrictions.

1. Go to Settings  > Game Center, then do any of the following:
 - *View friends:* Tap All Friends.
 - *Accept or decline friend requests:* Tap Friend Requests.
 - *Allow or disallow apps to access your list of Game Center friends:* Tap Share Friends List.
 - *Allow Game Center friends to find you with the email and phone number associated with your Apple Account:* Turn on Help Friends Find You.
 - *Manage activity sharing:* Choose Everyone, Friends Only, or Only You to specify who can see your profile, achievement progress, leaderboard updates, and recently played games.
 - *Allow invitations from nearby players:* Turn on Nearby Players to allow nearby Game Center players in the same game to invite you to a multiplayer game over Wi-Fi or Bluetooth.
2. Go to Settings  > Screen Time > Content & Privacy Restrictions, then turn on Content & Privacy Restrictions.
3. Tap App Store, Media, Web & Games, scroll down to Game Center, then set any of the following restrictions:
 - Multiplayer Games
 - Adding Friends
 - Connect with Friends
 - Screen Recording
 - Nearby Multiplayer
 - Private Messaging
 - Profile Privacy Changes
 - Avatar & Nickname Changes

Connect a game controller to iPad

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

Pair a Bluetooth game controller

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

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

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

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

Customize the game controller buttons

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

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

Add a second game controller and get help from a friend

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

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

Use App Clips on iPad

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



NFC integrated



Scan only

Get and use an App Clip

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

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

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

Find an App Clip you used on iPad

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

Remove App Clips

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

Update apps from the App Store on iPad

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

Turn off automatic app updates

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

Manually update apps

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

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

View or cancel app subscriptions on iPad

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

View and manage your subscriptions

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

Cancel a subscription

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

Manage App Store purchases, settings, and restrictions on iPad

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

View and redownload your apps

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

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

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

1. Go to the App Store app  on your iPad.
2. Tap  or your picture at the top right, then tap Purchase History.
You may be asked to authenticate with Face ID, Touch ID, or your passcode.
3. To narrow the results, enter the name, price, or order ID in the search field.
4. To change the search criteria, tap "Last 90 Days, Paid," then set any of the following:
 - Date range
 - Cost (free or paid)
 - Type
 - Family member (available if you're the organizer of a [Family Sharing group](#))

Share and approve purchases with Family Sharing

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

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

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

Change your App Store settings

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

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

Set content restrictions and prevent in-app purchases

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

1. Go to Settings  > Screen Time > Content & Privacy Restrictions, then turn on Content & Privacy Restrictions.
2. Tap Store, Web, Siri & Game Center Content.
3. Choose age-appropriate restrictions such as the following:
 - *Apps:* Restrict apps by age ratings.
 - *App Clips:* Prevent App Clips from opening.

Install and manage fonts on iPad

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

Install fonts

1. Go to the App Store app  on your iPad.
2. Get an app containing fonts.
3. Open the app to install the fonts.

Manage fonts

Go to Settings  > General, then tap Fonts.

Books

Buy books and audiobooks on iPad

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

1. Go to the Books app  on your iPad.
2. Tap Book Store or Audiobook Store to browse titles, or tap Search to look for a specific title, author, series, or genre.

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

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

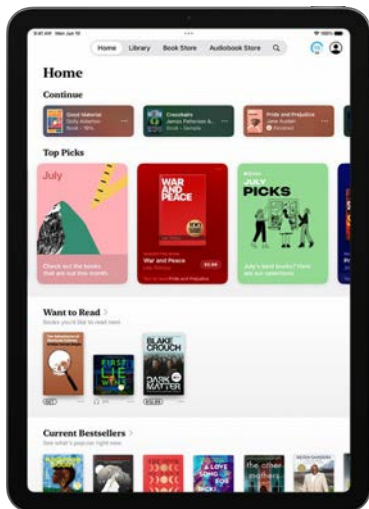
All purchases are made with the payment method associated with your [xRef](#).

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

Read books in the Books app on iPad

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

- **Home:** Tap to access the books, audiobooks, and PDFs you're currently reading, get personalized suggestions for your next read, find books you've marked as want to read, and more. You can also set daily reading goals and keep track of the books you finish throughout the year.
- **Library:** Tap to view all of the books, audiobooks, samples, series, and PDFs you either got from the Book Store or manually added to Books. Tap Collections to see your library sorted into collections, such as Want to Read, My Samples, Audiobooks, Finished, or custom collections you created (see [xRef](#)).



Read a book

1. Go to the Books app  on your iPad.

2. Navigate to a book, tap the cover to open it, then do any of the following:

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

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

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

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

- **Close a book:** Tap the page, then tap  in the top-right corner, or swipe down from the top of the page (not available if vertical scrolling is on).



Change text and page appearance

1. Go to the Books app  on your iPad.

2. Open a book, then tap  at the bottom of the page.

You may need to tap the page for  to appear.

3. Tap Themes & Settings, then do any of the following:

- **Change the font size:** Tap the large A to increase the font size or tap the small A to decrease it.
- **Turn on vertical scrolling or change the page turn style:** Tap , then tap Curl, Fast Fade, or Scroll.
To turn on vertical scrolling when viewing a PDF, tap  at the top of the screen, then turn on Vertical Scrolling.
- **Adjust the background mode:** Tap , then tap an option.
- **Adjust the display brightness:** Touch the brightness bar, then drag your finger in either direction.
- **Change the page theme:** Tap a page theme such as Quiet or Bold.
- **Change the font:** Tap Customize, then tap Font. Tap a font name, such as Original or Palatino, to see a preview at the top of the screen. Tap Done to apply the font.
- **Make the font bold:** Tap Customize, turn on Bold Text, then tap Done.
- **Customize spacing and justification:** Tap Customize, then below Accessibility & Layout Options, turn on Customize. Drag the sliders left or right to adjust line spacing, character spacing, word spacing, and margins. You can also change the number of text columns on a page and turn Justify Text on or off. Tap Done to apply your changes.

4. Tap  in the top-right corner or swipe down from the top of the page.



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

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

Bookmark a page

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

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it, then tap the page you want to bookmark.
3. Tap  at the bottom of the page.
You may need to tap the page for  to appear.
4. Tap ; tap it again to remove the bookmark.

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

Share a text selection or book link

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

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it.
3. Touch and hold a word, then move the grab points to adjust the selection.
4. Tap Share, then tap Mail, Messages, or another app or service to share the selection.

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

Turn on Line Guide

Use Line Guide to focus on individual lines of text as you read. When Line Guide is on, the rest of the page dims and the line you're reading becomes more visible.

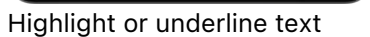


Tap to change the background dim level or to turn off Line Guide.

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it, then tap a page.
3. Tap  at the bottom of the page.
4. Tap  to turn on Line Guide, then do any of the following:
 - Tap the page above or below the line guide to move it up or down.
 - Tap the left or right page margin to move the line guide up or down (not available if vertical scrolling is on).
 - Touch and hold the line guide, then drag it to a new line on the page.
5. Tap  in the bottom-left corner of the page to adjust the dim level or turn off Line Guide.

Annotate books in the Books app on iPad

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



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

Add a note

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

Share highlights and notes

- To delete multiple items at once, tap , tap Bookmarks & Highlights, tap Highlights, then tap Select. Choose the items you want to delete, then tap . Tap Done to close Bookmarks & Highlights.

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

To keep your Books content and information updated across your other Apple devices, sign in to the same [xRef](#) on each device, then do the following:

- *Sync reading position, bookmarks, notes, and highlights:* Go to Settings > [your name] > iCloud, tap See All next to Saved to iCloud, then turn on Books.
- *Sync Home, Library, and collections:* Go to Settings > Apps > Books, then below Syncing, turn on Home and iCloud Drive.

Access your books on your Mac

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

- *macOS Sequoia:* Choose Apple menu  > System Settings, click your name at the top of the sidebar, then click iCloud. Click iCloud Drive, click Apps Syncing to iCloud Drive, then turn on Books.
- *macOS 13–14.5:* Choose Apple menu > System Settings, click your name at the top of the sidebar, then click iCloud. Click iCloud Drive, click Apps syncing to iCloud Drive, then select Books. Click Back, then click Done.
- *macOS 10.15–12.5:* Choose Apple menu > System Preferences, then click Apple ID. Click iCloud in the sidebar, then select iCloud Drive. Click Options, then select Books.
- *macOS 10.14 or earlier:* Choose Apple menu > System Preferences, then click iCloud. Select iCloud Drive, click Options, then select Books.

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

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

Listen to audiobooks in the Books app on iPad

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



Play an audiobook

1. Go to the Books app  on your iPad.
2. Navigate to an audiobook, then tap the cover to start playing it.
3. While the audiobook is playing, do any of the following:
 - *Adjust the volume:* Drag the slider below the Pause button left or right.
 - *Skip forward or back:* Tap or touch and hold the rounded arrows next to the Pause button. Or use external controls such as headphones or car controls.
Note: To change the number of seconds to skip forward or back, go to Settings  > Apps > Books. Below Audiobooks, tap Skip Forward or Skip Back, then tap an option.
 - *Go to a specific time:* Drag the slider below the audiobook cover left or right.
 - *Speed it up or slow it down:* Tap 1x in the lower-left corner, then drag the dial up or down to adjust the narration speed. Touch and hold the narration speed to reset it to 1x.
 - *Set a sleep timer:* Tap , then choose a duration.
 - *Play on a different device:* Tap , then choose an available device such as HomePod, Apple TV, or Bluetooth® speakers.
 - *Go to a chapter:* Tap , then tap a chapter.
Note: Some audiobooks refer to chapters as *tracks*, or don't define chapters.
 - *Switch to the audiobook mini-player:* Swipe down from anywhere on the screen; tap the mini-player at the bottom of the screen to go back to full screen.
 - *Switch to Split View or Slide Over:* Tap  at the top of the screen, then choose an option.
 - *Close the audiobook player:* Swipe down from anywhere on the screen, or tap  at the top of the screen. Touch and hold the mini-player, then tap Close Audio Player.

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

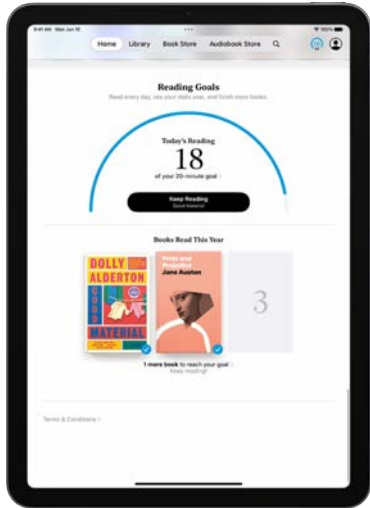
Find supplemental PDFs

Some audiobooks come with supplemental PDFs.

1. Go to the Books app  on your iPad.
2. Tap Library, then tap ⋮ below the audiobook cover.
3. Tap View PDF Content.

Set reading goals in the Books app on iPad

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



Change your daily reading goal

You can adjust your daily reading goal depending on how many minutes you want to read per day. If you don't customize your daily reading goal, it's set to 5 minutes per day.

1. Go to the Books app  on your iPad.
2. Tap Home, then tap the reading goals button at the top right of the screen.
3. Tap the reading goal timer, then tap Adjust Goal.
4. Slide the counter up or down to set the minutes per day that you want to read.

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

Change your yearly reading goal

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

1. Go to the Books app  on your iPad.
2. Tap Home, then tap the reading goals button at the top right of the screen.
3. Tap a book cover or a cover placeholder, then tap Adjust Goal.
4. Slide the counter up or down to set the books per year that you want to read, then tap Done.

Tip: You can change the status of a book in your library to finished. Tap ⋮ next to a book or audiobook cover, then tap Mark as Finished.

Turn off coaching notifications

You receive encouragement and nudges from Books to help you reach your reading goals. You can turn these notifications off.

1. Go to the Books app  on your iPad.
2. Tap Home, then tap your account button in the top-right corner of the screen.
3. Tap Notifications, then turn off Coaching.
4. Tap Done.

Turn off reading goals notifications

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

1. Go to the Books app  on your iPad.
2. Tap Home, then tap your account button in the top-right corner of the screen.

3. Tap Notifications, then turn off Goal Completion.
4. Tap Done.

Turn off reading goals

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

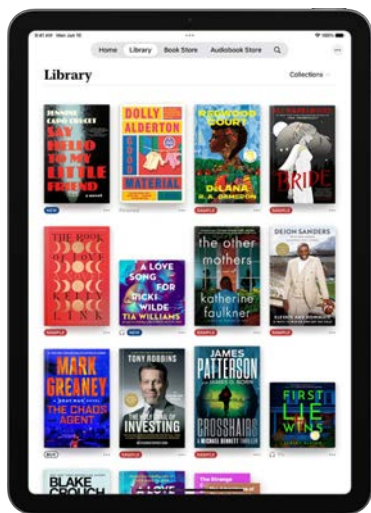
When Reading Goals is turned off, the reading indicators in Home are hidden and you don't receive reading notifications.

Clear reading data

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

Organize books in the Books app on iPad

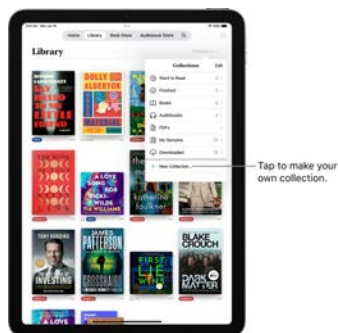
The books and audiobooks you purchase in the Books app are saved in your library and automatically sorted into collections, such as Audiobooks, Want to Read, and Finished.



Create a collection

You can create your own collections to organize and personalize your library.

1. Go to the Books app  on your iPad.
2. Tap Library, tap Collections, then tap New Collection.



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

Add a book to a collection

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

1. Go to the Books app  on your iPad.
2. Navigate to a book, then tap  below the cover.
3. Tap Add to Collection, then tap the collection you want to add it to.

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

Organize your books

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

1. Go to the Books app  on your iPad.
2. Tap Library or go to a collection.

3. Tap , then do either of the following:

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

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

Remove books, audiobooks, and PDFs

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

1. Go to the Books app  on your iPad.
2. Navigate to a book or audiobook you want to remove, then tap  below the cover.
3. Tap Remove, then choose an option.

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

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

Delete a collection

1. Go to the Books app  on your iPad.
2. Tap Library, then tap Collections.
3. Swipe left on the collection you want to delete, then tap Delete.

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

Read PDFs in the Books app on iPad

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

Open a PDF you receive in Books

1. Tap the PDF attachment to open it.
2. Tap , then tap Books from the list options.

Share or print a PDF in Books

1. Go to the Books app  on your iPad.
2. Tap Library, then tap  below the PDF.
3. Tap , then choose a share option such as AirDrop, Mail, or Messages, or tap Print.

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

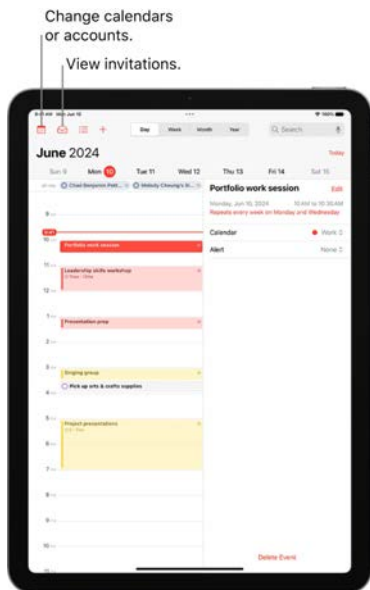
Mark up a PDF in Books

1. Go to the Books app  on your iPad.
2. Open the PDF.
3. Tap the page, then tap  at the top of the screen to use the drawing and annotation tools.

Calendar

Create and edit events in Calendar on iPad

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



Say something like:

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

[Learn how to use Siri](#)

Add an event

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

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

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

Add an alert

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

1. Go to the Calendar app  on your iPad.
2. Tap the event, then tap Edit.
3. In the event details, tap Alert.
4. Choose when you want to be reminded.

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

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

5. Tap Done.

Add an attachment

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

1. Go to the Calendar app  on your iPad.
2. Tap the event, then tap Edit.
3. In the event details, tap Add attachment.
4. Locate the file you want to attach.

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

5. Tap Done.

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

Find events in other apps

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

1. Go to Settings  > Apps > Calendar.
2. Tap Siri, then turn on Show in App to allow Siri to suggest events found in other apps.

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

Copy and paste an event

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

1. Go to the Calendar app  on your iPad.
2. Touch and hold the event, then tap Copy.
3. On another date, touch and hold the time where you want to paste the event.

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

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

4. Tap the copied event below Title.
5. Tap Add.

Edit an event

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

1. Go to the Calendar app  on your iPad.
2. Do any of the following:
 - *Quickly change the event time and duration:* In Day or Week view, touch and hold the event, then drag it to a new time, or adjust the grab points.
 - *Change event details:* Tap the event, then tap Edit near the top right. In the event details, tap a setting to change it, or tap in a field to type new information.

Delete an event

1. Go to the Calendar app  on your iPad.
2. In Day view, tap the event, then tap Delete Event at the bottom of the screen.

Send invitations in Calendar on iPad

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

Before you begin

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

1. Go to Settings  > Apps > Calendar.
2. Tap Calendar Accounts, select an account, then check to see if Calendar is turned on.

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

Invite others to an event

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

1. Go to the Calendar app  on your iPad.
2. Tap the event, then tap Edit near the top of the screen.
3. Tap invitees.
4. Do any of the following:
 - *Add a name from your contacts:* Enter a contact's name, tap the name, then tap Done.
You can also tap  to select contacts.
 - *Add an email address:* Enter an email address, tap Return, then tap Done.

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

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

5. When you're finished, tap Done.

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

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

Schedule a meeting without blocking your schedule

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

1. Go to the Calendar app  on your iPad.
2. Tap the event, then tap Edit.
3. Tap Show As, then tap Free.

Quickly email attendees

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

1. Go to the Calendar app  on your iPad.
2. Tap an event that has attendees.
3. Tap Invitees, then tap .

Reply to invitations in Calendar on iPad

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

Reply to an event invitation

1. To respond to an event notification, tap it.
Or, in Calendar, tap , then tap an invitation.
2. Tap your response—Accept, Maybe, or Decline.

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

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

Suggest a different meeting time

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

1. Go to the Calendar app  on your iPad.
2. Tap the meeting, then tap Propose New Time.
3. Tap the time, then enter a new one.
4. Tap Done, then tap Send.

Change how you view events in Calendar on iPad

In the Calendar app, you can view one day, week, month, or year at a time, or view a list of upcoming events.

1. Go to the Calendar app  on your iPad.
2. Do any of the following:
 - *Zoom in or out:* Tap Day, Week, Month, or Year at the top of the screen to zoom in or out on your calendar. In Week or Day view, pinch to zoom in or out.
 - *View upcoming events:* Tap  to view upcoming events as a list.

Search for events in Calendar on iPad

You can search for events by title, invitees, location, and notes.

1. Go to the Calendar app  on your iPad.
2. Tap , then enter the text you want to find in the search field.

Say something like: "What's on my calendar for Friday?" [Learn how to use Siri.](#)

Change your Calendar settings on iPad

In the Calendar app , you can add multiple accounts such as iCloud, Google, Microsoft Exchange, and Yahoo. You can change default settings to make it easier to create new events and to display your calendar in a way that works best for you. For example, you can choose the default calendar for new events, change the duration of new events, and more.

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

1. Go to Settings  > Apps > Calendar.
2. Tap Calendar Accounts > Add Account.

3. Do any of the following:

- Tap a mail service (iCloud, Microsoft Exchange, or Google, for example), then sign in.
- Tap Other, tap Add CalDAV Account or Add Subscribed Calendar, then enter your server and account information.

Add a CalDAV account

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

Choose a default calendar

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

1. Go to Settings  > Apps > Calendar.
2. Tap Default Calendar, then select the calendar you want to use as your default calendar.

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

Set default event settings

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

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

Change how your calendar is displayed

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

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

You can allow Siri to make suggestions across apps based on the way you use Calendar. Go to Settings  > Apps > Calendar, tap Siri, then turn on "Learn from this App." You can also allow suggestions and content from Calendar to appear in [Search](#), [widgets](#), and as [notifications](#).

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

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

Change the time zone for a new event

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

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

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

Always view your calendar in a specific time zone

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

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

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

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

Keep track of events in Calendar on iPad

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

Customize Calendar notifications

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

Turn on customized notifications for specific calendar events

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

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

Keep your calendar up to date across your devices

You can use iCloud to keep your calendar information up to date on all your devices where you're [signed in to the same Apple Account](#).

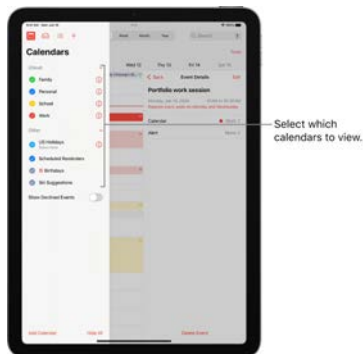
Go to Settings  > [your name] > iCloud, then turn on Calendars.

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

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

Set up multiple calendars on iPad

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



Set up a calendar

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left, then tap Add Calendar at the bottom of the screen.

3. Do one of the following:

- *Create an iCloud calendar:* Tap Add Calendar, enter a name for the calendar, then choose a color for it.
- *Subscribe to an external read-only calendar:* Tap Add Subscription Calendar, enter the URL of the .ics file you want to subscribe to (and any other required server information), then tap Subscribe.
- *Add a Holiday calendar:* Tap Add Holiday Calendar, tap the holiday calendar you want to subscribe to, then tap Add.
See [Use the Holidays calendar](#).

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

Unsubscribe from a calendar

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

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left, then tap  next to the calendar you want to remove.
3. Tap Unsubscribe, then tap Unsubscribe or Unsubscribe and Report Junk.

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

See multiple calendars at once

1. Go to the Calendar app  on your iPad.
2. To view multiple calendars, tap , then do any of the following:
 - Select the calendars you want to view.
 - Tap US Holidays to include national holidays with your events.
 - Tap Birthdays to include birthdays from Contacts with your events.

Turn on calendar event alerts

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

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap  next to a calendar.
4. Turn Event Alerts on or off.
5. Tap Done.

Change a calendar's color

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap  next to the calendar, then choose a color.
4. Tap Done.

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

Move an event to another calendar

1. Go to the Calendar app  on your iPad.
2. Tap the event, tap Calendar, then select a calendar to move the event to.

Use reminders in Calendar on iPad

You can view, create, complete, and edit reminders from the Reminders app right in Calendar.

Show reminders

You can show scheduled reminders you added to the Reminders app  in Calendar.

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left, then select Scheduled Reminders.

Reminders scheduled as all day are shown in the all-day section at the top of the calendar. Reminders scheduled at a specific time appear at that time in the full-day schedule.

Create reminders

1. Go to the Calendar app  on your iPad.

2. Tap  at the top of the screen.
3. Tap Reminder, then enter a title.
4. To choose a date for the reminder, tap Date.
5. Optionally, turn on Time and choose a specific time for the reminder.

You can also add other information—like images, notes, or a priority level to a reminder. See [Add details](#).

Note: You can select a specific reminders list to add new scheduled reminders to. If you don't select a list, new reminders are added to the default list you chose for Reminders. See [Change your Reminders settings](#).

Complete reminders

1. Go to the Calendar app  on your iPad.
2. Tap the circle next to a reminder's name.

Complete reminders are dimmed. Deselect the circle next to a reminder to mark it as incomplete.

Note: If you set a scheduled reminder to repeat, future instances are dimmed and can only be marked complete after the most current instance is marked complete.

Hide reminders

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Deselect Scheduled Reminders.

Removing reminders from Calendar doesn't delete the reminders from the Reminders app.

Edit or delete reminders

1. Go to the Calendar app  on your iPad.
2. Tap a reminder, then tap Edit to edit details or to delete it.

Deleted reminders go to the Recently Deleted list in Reminders for 30 days before being permanently deleted.

Use the Holidays calendar on iPad

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

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

Show or hide holidays

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Select or deselect US Holidays (or the holiday calendar for your country or region).

Add a holiday calendar from a different region

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

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

Share iCloud calendars on iPad

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

Create an iCloud calendar

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap Add Calendar.
4. Tap Add Calendar, enter a name for the new calendar, then tap Done.

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

Share an iCloud calendar

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

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

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

5. Tap Add.

Change a person's access to a shared calendar

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

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

Turn off notifications for shared calendars

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

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

Share a read-only calendar with anyone

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

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

Delete a calendar

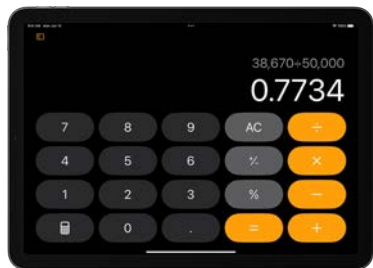
1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap  next to the iCloud calendar you want to delete.
4. Tap Delete Calendar at the bottom of the list.

Calculator

Use the basic calculator on iPad

You can perform arithmetic calculations with a basic calculator.

Say something like: "What's 74 times 9?" or "What's 18 percent of 225?" [Learn how to use Siri](#).



Switch to the basic calculator

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Basic.

Clear the display

1. Go to the Calculator app  on your iPad.
2. Enter a digit or calculation.
3. Do one of the following:
 - *Delete the last digit:* If you make a mistake when you enter a number, tap .
 - *Delete the expression:* Tap the All Clear (AC) key, or touch and hold .

Switch to another mode

1. Go to the Calculator app  on your iPad.
2. Tap , then do one of the following:
 - *Access algebraic, exponential, logarithmic, and trigonometric keys, and more:* Tap Scientific. See [Use the scientific calculator](#).
 - *Solve handwritten math problems, evaluate expressions, and assign variables:* Tap Math Notes, then tap . See [Solve math with Math Notes](#).
 - *Draw graphs:* Tap Math Notes, tap , write an equation, then tap Insert Graph. See [Work with graphs in Math Notes](#).
 - *Instantly calculate unit or currency conversions:* Turn on Convert. See [Convert units or currency](#).

Copy a calculation result

1. Go to the Calculator app  on your iPad.
2. Enter a calculation, touch and hold the calculation result in the display, then tap Copy.
3. Paste the result somewhere else, such as in a note or message.

You can also copy [previous calculations](#).

Use the scientific calculator on iPad

You can use the scientific calculator for exponential, logarithmic, and trigonometric functions. You can also view complete expressions with parentheses, trigonometry, and multiple operations before tapping the equal sign for the final answer.

Note: The Calculator app uses the standard order of operations. For example, multiplication is completed before addition and subtraction. Add parentheses around expressions that you want calculated first.



Switch to the scientific calculator

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.

Work with stored values

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. As you calculate, you can do any of the following:
 - *Add the value on the screen to memory:* Tap m+.
 - *Subtract the value on the screen from memory:* Tap m-.
 - *Recall the stored value in memory:* Tap mr.
 - *Clear the stored value from memory:* Tap mc.

Use exponential and logarithmic functions or notation

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.

3. Do any of the following:

- *Square a value:* Enter a number, tap x^2 , then tap =.
- *Cube a value:* Enter a number, tap x^3 , then tap =.
- *Raise a value to the power of y:* Enter a base number, tap x^y , enter the value of y, then tap =.
- *Raise e to the power of x:* Tap e^x , enter the value of x, then tap =.
- *Raise 10 to the power of x:* Tap 10^x , enter the value of x, then tap =.

Tip: Tap EE as a shortcut to use scientific notation, instead of tapping the x and 10^x keys.

Use the keys just below those keys to get the inverse functions: the square root, cube root, yth root, natural logarithm, and logarithm.

To access additional functions (such as y^x or powers of 2), tap the “2nd” key near the top left.

Use trigonometric and hyperbolic functions

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. Find any of the following:
 - *Sine:* Tap sin, enter a number, then tap =.
 - *Cosine:* Tap cos, enter a number, then tap =.
 - *Tangent:* Tap tan, enter a number, then tap =.
 - *Hyperbolic sine:* Tap sinh, enter a number, then tap =.
 - *Hyperbolic cosine:* Tap cosh, enter a number, then tap =.
 - *Hyperbolic tangent:* Tap tanh, enter a number, then tap =.

To access the inverse of these functions (such as arcsine or arctangent), tap the “2nd” key near the top left.

Use radians or degrees

The scientific calculator uses degrees by default.

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. Tap Rad to switch to radians.

When you're using radians instead of degrees, the label Rad appears in the lower left of the display, and the Rad key becomes Deg.

To switch back to degrees, tap the Deg key.

When you hold your iPad vertically (in portrait mode), the Rad/Deg key is just above the ÷ key. When you hold it horizontally (in landscape mode), the Rad/Deg key is near the bottom center.

Generate a random number between 0 and 1

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. Tap Rand.

When you hold your iPad vertically (in portrait mode), the Rand key is just above the AC key. When you hold it horizontally (in landscape mode), the Rand key is to the left of the zero.

Solve math with Math Notes in Calculator on iPad

You can solve mathematical expressions, create and use variables, or graph equations—for example, when learning new concepts in class, day-to-day budgeting, planning an event, home remodeling, and more.

Note: Math Notes uses common mathematical symbols, the same operations as the [scientific calculator](#), and digits from select numeric systems. Learn more on the [iOS and iPadOS Feature Availability website](#).



Solve expressions

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Tap to open a previous Math Note, or tap  to start a new one.
4. Do any of the following:
 - Type a math expression, then include an equal sign.
 - Tap , write a math expression horizontally, then include an equal sign.
 - Tap , write a stack of numbers, then draw a horizontal line below the numbers to add the numbers in the stack. Write a different symbol to the left of each digit if you want a different operation.
5. Tap the equal sign to see what Math Notes understood in what you wrote. To correct mistakes, you can fix any of the following:
 - *Unrecognized math and unsolvable expressions*: Tap any dotted red lines to see details about the error.
 - *Ambiguous characters*: Tap any dotted blue lines to clarify what you wrote.

See the Apple Support article [How to handle errors in Math Notes](#) to learn more.

Math Notes uses the standard order of operations in horizontal expressions. For example, multiplication is completed before addition and subtraction. Add parentheses around expressions that you want calculated first. In vertically stacked math, Math Notes evaluates expressions from top to bottom.

Math Notes automatically converts any units and currency used in expressions. You can also mix different systems—for example, 42 meters + 143 feet. Available units and currency match the Convert mode of the basic or scientific calculator. See [Convert units or currency](#).

Update values

1. Go to the Calculator app  on your iPad.
2. Tap , tap Math Notes, then tap the note you want to update.
3. Do one of the following:
 - Erase the number, then enter a new value.
 - Tap the number, then slide left and right to adjust the value using the scrubber that appears above the number.
 - Using an Apple Pencil, hover over the number until you see a scrubber, then slide left and right to adjust the value.

Any graphs using the values automatically update. If the value was assigned to a variable, results or graphs of any equations using the variable automatically update as well.

Use variables in expressions and equations

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Tap to open a Math Note in the sidebar, or tap  to start a new one.
4. To declare a variable, type or write a letter or word to use as the variable, followed by an equal sign.
5. Type or write a value or expression after the equal sign to assign a value to the variable.
6. Type or write the variable name in an expression or an equation to use it.

Note: Math Notes reads entries from top left to bottom right. You must declare a variable (for example, $x = 5$) before using it in an expression (such as $x + 10 =$). Writing an expression without first declaring a variable produces an error. Variable names must contain characters only from the Latin alphabet. Variables can't be used in vertical math.

You can use equations with two variables to [create a graph](#).

Show results automatically or as suggestions

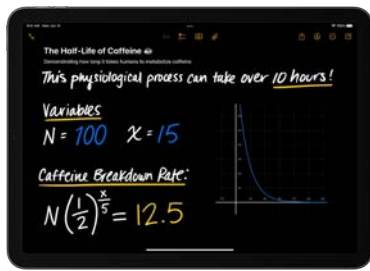
You can choose how you want your iPad to respond to the math problems you enter in Math Notes.

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Tap , then tap Math Results, then do one of the following:
 - *If you want problems to be solved*: Choose Insert Results. Answers appear automatically when you type or write a solvable math problem.
 - *If you want suggestions to appear*: Choose Suggest Results. When you type or write an equal sign or select a solvable math problem, a Solve button appears that, when tapped, inserts the answer.
 - *If you don't want any math results*: Choose Off. Answers don't appear when you write or type an equal sign after an expression.

Work with graphs in Math Notes in Calculator on iPad

In Math Notes, you can insert a graph or overlay the graphs of multiple equations on the same grid to see how they relate.

Note: Math Notes uses common mathematical symbols, the same operations as the [scientific calculator](#), and digits from select numeric systems. Learn more on the [iOS and iPadOS Feature Availability website](#).



Create a graph

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Type or write an equation with exactly two undefined variables, with one on each side of the equal sign.
You can include defined variables as well. For example, if you know $a = 3$, you can graph $velocity = 0.5at^2$. The graph's y-axis shows *velocity*, and the x-axis shows *t*.
4. When you finish the equation, a menu appears. Tap Insert Graph.

You can also tap an equal sign of any equation you already wrote to create a new graph.

All graphs interpret the equations you enter as $y = f(x)$. The variable to the left of the equal sign graphs on the y-axis, and the other variable graphs on the x-axis.

Modify a graph

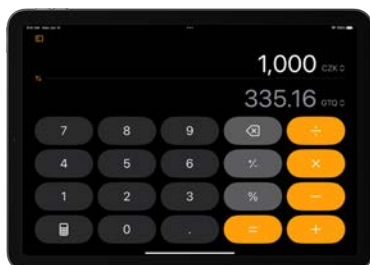
1. Go to the Calculator app  on your iPad.
2. Tap , tap Math Notes, then open a Math Note with a graph.
3. Do any of the following:
 - *See coordinates*: Touch and hold the graphed function, then move your finger along the line to see each point's x- and y-values.
 - *Change the shape of the function*: Edit your equation. The graph updates automatically.
 - *Reframe the graph*: Tap the graph, then swipe with two fingers to pan.
 - *Zoom in or out*: Tap the graph, then pinch open and closed.
 - *Resize the graph*: Tap the graph, then drag an edge or corner handle.
 - *Duplicate the graph*: Tap the graph, then tap .
 - *Recolor the graph line*: Tap the graph, tap , then tap the color dot to the left of the equation.

Work with multiple graphs

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. [Create a graph](#), as above.
4. Type or write another equation, then tap Insert Graph or Add to Existing Graph.
You can also tap an equal sign of any equation you already wrote to add it to an existing graph.
5. Do any of the following:
 - *Combine graphs on one grid*: Tap a graph, tap , then tap the equation in the list that you want to add to the graph. The  appears.
 - *Hide a graph line*: Tap the graph, tap , then tap  to uncheck it.

Convert units or currency in Calculator on iPad

Turn on unit conversions to convert length, weight, currencies, and more while using the basic or scientific calculator.



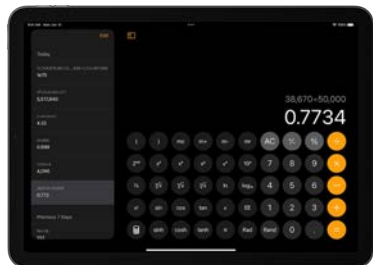
1. Go to the Calculator app  on your iPad.
2. While using the [basic](#) or [scientific](#) calculator, tap , then turn on Convert.

3. Tap  and choose the units or currencies you want to convert from and to.
Swipe the categories at the top of the list to see others, such as Speed, Time, and Weight.
4. Enter a value in either field to see conversions as you type.

You can also convert units and currencies in [Math Notes](#). For example, write or type “50 m in feet =” in a note.

See previous calculations in Calculator on iPad

Keep track of previous calculations in the basic or scientific calculators, and copy results from them to use in Calculator or other apps.



1. Go to the Calculator app  on your iPad.
2. Tap , then select Basic or Scientific.
3. Tap , then do any of the following:
 - *Reload the calculation:* Tap the listing. The calculation appears where you left off earlier.
 - *Copy the answer:* Touch and hold the listing, then tap Copy Expression or Copy Result.
 - *Delete the calculation:* Swipe left, then tap .

Clock

See the time worldwide in Clock on iPad

You can see the local time in time zones around the world.

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



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

Set an alarm in Clock on iPad

You can turn your iPad into an alarm clock. You can also ask Siri to set an alarm for you. Set alarms for any time of day and have them repeat on one or more days of the week.

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

Set an alarm

1. Go to the Clock app  on your iPad.
2. Tap Alarms, then tap .
3. Set the time, then choose any of the following options:
 - *Repeat:* Choose the days of the week you want the alarm to repeat.
 - *Label:* Give the alarm a name, like “Water the plants.”
 - *Sound:* Choose a song or a ringtone.
 - *Snooze:* Turn on to see a Snooze button with your alarm. (It pauses the alarm for 9 minutes.)

4. Tap Save.

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

Change the alarm's volume

1. Go to Settings  > Sounds.
2. Under Ringtone and Alert Volume, drag the slider.

Tip: To use the volume buttons on your device to change the alarm volume, turn on Change with Buttons.

Your alarm sounds even when you:

- Turn on [Silent mode](#).
- Turn on Do Not Disturb (or another [Focus](#)).
- Connect headphones to your iPad. The alarm plays at a set volume through both the built-in speakers on your iPad as well as your headphones.

Turn off an alarm

1. Go to the Clock app  on your iPad.
2. Tap Alarms.
3. Tap the button below the alarm time.

Remove an alarm

1. Go to the Clock app  on your iPad.
2. Tap Alarms.
3. Tap Edit at the top left, tap , then tap Done.

Track time with the stopwatch in Clock on iPad

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

1. Go to the Clock app  on your iPad.
2. Tap Stopwatch.

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

3. Tap Start.

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

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

Set timers in Clock on iPad

You can set timers to count down from specified times.

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

Set a custom timer

1. Go to the Clock app  on your iPad.
2. Tap Timers, then set a duration of time.
3. Choose any of the following options:
 - *Label:* Give the timer a name, like "Take the cookies out of the oven."
 - *When Timer Ends:* Choose a sound to play when the timer ends.
4. Tap Start.

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

When you set a custom timer, it appears below Recent—so you can start the same timer whenever you want.

Set a timer to stop playing audio or video

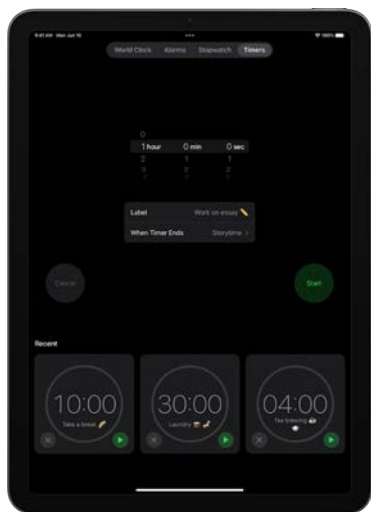
If you want to stop playing audio or video after a specific amount of time, you can set the timer to stop the playback—for example, when you fall asleep while listening to the radio.

1. Go to the Clock app  on your iPad.
2. [Set a custom timer](#), as above.

3. Tap When Timer Ends, then tap Stop Playing at the bottom of the list of sounds.
4. Tap Start.

Set multiple timers

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



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

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

Stop, pause, or remove a timer

When a timer ends, you get a notification at the top of your screen, no matter which app you're using. Tap to clear the notification and stop the timer.

You can also pause or remove a timer before it ends.

1. Go to the Clock app  on your iPad.
2. Tap Timers, then do any of the following:
 - *Pause a timer:* Tap  next to the timer to stop it momentarily. Tap  to continue counting down.
 - *Remove a timer:* Tap .

Contacts

Add and use contact information on iPad

You can use the Contacts app to create, find, share, and delete contacts.

Say something like:

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

[Learn how to use Siri](#)

Create a contact

1. Go to the Contacts app  on your iPad.
2. Tap .

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

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

Find a contact

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

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

Share a contact

1. Go to the Contacts app  on your iPad.
2. Tap a contact, tap Share Contact, then choose a sharing method.
Sharing the contact sends all of the information from the contact's card.

Quickly reach a contact

1. Go to the Contacts app  on your iPad.
2. To start a message, make a phone call or a FaceTime call, compose an email, or send money with Apple Pay, tap a button below the contact's name.

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

Delete a contact

1. Go to the Contacts app  on your iPad.
2. Go to the contact's card, then tap Edit.
3. Scroll down, then tap Delete Contact.

Edit contacts on iPad

Assign a photo to a contact, add a pronunciation and pronouns, change a label, add a birthday, and more to your contacts.

1. Go to the Contacts app  on your iPad.
2. Tap a contact, then tap Edit.
3. Enter or update the contact's information.
4. When you're finished, tap Done.

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

Add or edit your contact info and photo on iPad

iPad uses your [Apple Account](#) to create your contact card, called *My Card*, in the Contacts app. You can also add or edit details—including your name, address, phone number, and birthday, as well as the Contact Poster, which you can share with people when you call or send a message to them.

Complete or edit My Card

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top, then tap Edit.
If you don't see My Card, tap  and enter your information, then return to the contact list, touch and hold your contact, and tap Make this My Card.
3. Enter your contact information.
Contacts suggests addresses and phone numbers to help you.

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

Add or edit your home address

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top, then tap Edit.
3. Tap Add Address and add your address.
4. Tap the label that appears to the left of the address and select Home.

You can use AutoFill in Safari to automatically fill in your address for things like online shopping or online forms. When you edit your My Card, your AutoFill information automatically updates. See [Automatically fill in forms](#).

Add or edit your photo

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

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

Share your name and contact image

You can choose to automatically share your updated name, photo, and poster with people in your contacts.

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top, then tap Contact Photo & Poster.
3. Turn on Name & Photo Sharing to start sharing your contact photo and poster with others.

You can share automatically with Contacts Only, or select Always Ask to be prompted before your name, photo, and poster are shared with anyone you're communicating with.

Add or edit contact pronouns

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

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

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

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

Share Contacts on iPad

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

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

Add or remove accounts in Contacts on iPad

In the Contacts app, you can add multiple accounts—such as iCloud, Microsoft Exchange, Google, and Yahoo. You can choose a default account, set up LDAP or CardDAV accounts, show or hide accounts, and delete accounts.

Add your iCloud contacts

1. Go to Settings  > [your name] > iCloud.
2. Tap See All next to Saved to iCloud, then turn on Contacts.

Add your contacts from other accounts

You can use the Contacts app to manage your contacts in other accounts, such as Microsoft Exchange, Google, and Yahoo.

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

Choose your default account

You can select a default account where new contacts are automatically added.

1. Go to Settings  > Apps > Contacts.
2. Tap Default Account, then tap the account you want to make your default.

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

1. Go to Settings  > Apps > Contacts.
2. Tap Contacts Accounts, then tap Add Account.
3. Tap Other, then tap Add LDAP Account or CardDAV Account.
4. Enter the account information.

Show or hide a contact list

1. Go to the Contacts app  on your iPad.

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

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

Remove a contact account

When you remove an account, the contacts in that account no longer appear on your iPad. The contacts 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  > Apps > Contacts > Contacts Accounts, tap the account, then turn off Contacts.

To view the contacts in that account on your iPad again, turn on Contacts.

- *Delete an account:* Go to Settings  > Apps > Contacts > Contacts 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.

Get rid of duplicate contacts on iPad

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

Resolve duplicate contacts

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

1. Go to the Contacts app  on your iPad.
2. Tap Duplicates Found under My Card.
3. Tap individual contacts to review and merge them, or tap Merge All to merge all duplicate contacts.

Link contacts manually

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

1. Go to the Contacts app  on your iPad.
2. Tap one of the contacts, tap Edit, then tap Link Contacts.
3. Choose the other contact entry to link to, then tap Link.

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

Note: When you link contacts, those contacts aren't merged. If you change or add information in a unified contact, the changes are copied to each source account where that information already exists.

Sync contacts across devices on iPad

To keep your contact information up to date across all your devices where you're [signed in to your Apple Account](#), you can use iCloud.

1. Go to Settings > [your name] > iCloud.
2. Tap See All next to Saved to iCloud, then turn on Contacts.

Alternatively, you can sync the information between iPad and your Mac or Windows device to keep the information up to date across iPad and your computer. See [Sync iPad with your computer](#).

If you use iCloud for Contacts, your contacts are kept up to date automatically, and no options appear for syncing them with your computer.

Import contacts on iPad

You can import contacts from a vCard and from a directory.

Import contacts from a vCard

Tap a .vcf attachment in an email or message.

Add a contact from a directory

1. Go to the Contacts app  on your iPad.
2. Tap Lists, then tap the GAL, CardDAV, or LDAP directory you want to search.
3. Enter your search.
4. Tap the person's name to save their information to your contacts.

Export contacts on iPad

You can export some or all of your contacts to another device or app.

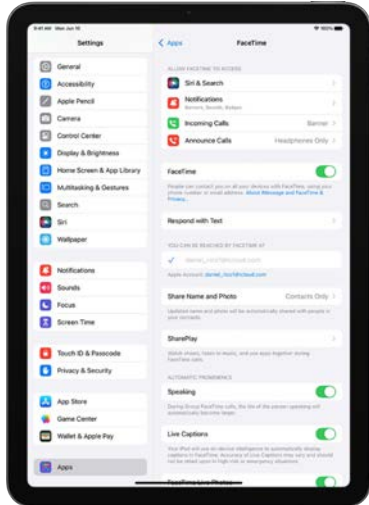
1. Go to the Contacts app  on your iPad.
2. Tap Lists at the top left.

3. Touch and hold an existing list (or create a new list by tapping Add List).
4. Tap Export, select the fields you want to include, then tap Done.
5. Choose a method to send or save the exported contact cards, such as Messages or Mail.

FaceTime

Get started with FaceTime on iPad

Learn how to use the FaceTime app  to visit face-to-face with friends and family—over Wi-Fi or cellular. While on a FaceTime call, you can also watch TV shows and movies, listen to music, and even work out together.



Set up FaceTime

To get started with FaceTime, go to Settings  > Apps > FaceTime, then sign in to your Apple Account or turn on FaceTime. If more than one contact method appears below “You can be reached by FaceTime at,” you can tap to select or deselect it.



Make a FaceTime call

Open the FaceTime app, tap New FaceTime, then enter the name or phone number of the person (or people) you want to call. Tap  to make a video call or  to make an audio call (not available in all countries or regions). You can talk with up to 32 people on a call.

To call someone who doesn't have an Apple device, create and send a link to the call in Messages or Mail. To get started, open FaceTime, then tap Create Link.



Turn your mic on or off.
Turn your camera on or off.

Use the FaceTime controls

While on a FaceTime call, use the FaceTime controls to turn your speaker, mic, or camera on or off, share your screen, and more. If you don't see the controls, tap your screen.



Share your screen in a FaceTime call

During a FaceTime call, you can share your screen with the other person (or people) on the call.

Tap  in the FaceTime controls (if you don't see , tap the screen). Tap Share My Screen, go to your Home Screen, then open an app or document—a small image of your screen appears in the call. The others on the call can tap it to enlarge it and view your content.

Want to learn more?

- [Add people to a FaceTime call](#)
- [Share your screen during a FaceTime call](#)
- [View participants in a grid layout in FaceTime](#)
- [Change your FaceTime video settings](#)
- [Change your FaceTime audio settings](#)

Note: Not all features and content are available in all countries or regions.

Make and receive FaceTime calls

Make FaceTime calls on iPad

With an internet connection and an Apple Account, you can make and receive calls in the FaceTime app.

Note: You must [set up FaceTime](#) before you can make and receive calls.

On iPad Wi-Fi + Cellular models, you can also make FaceTime calls over a cellular data connection, which may incur additional charges. To turn this feature off, go to Settings  > Cellular, then turn off FaceTime. See [View or change cellular data settings](#).

Make a FaceTime call

1. Open the FaceTime app  on your iPad, then tap New FaceTime near the top of the screen.
2. Type the name or number you want to call in the entry field at the top, then tap  to make a video call or  to make a FaceTime audio call (not available in all countries or regions).

Alternatively, you can tap  to open Contacts and start your call from there; or tap a suggested contact to quickly make a call.

To call multiple people, see [Make a Group FaceTime call](#).

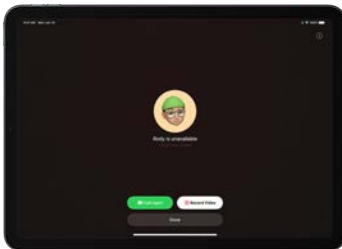
You can use Siri. Say something like: “Make a FaceTime call” or “Call Eliza’s mobile.” [Learn how to use Siri](#).

Tip: To see more during a FaceTime video call, rotate iPad to use landscape orientation. See [Change or lock the screen orientation](#).

Record a video message

If someone doesn't answer your FaceTime video call, you can record a video message to convey exactly what you want to say.

1. Tap Record Video, wait for the countdown (from 5 to 1), then record your message.



2. Tap  to send your recorded message, or tap Retake to rerecord the message. You can also tap Save to save it to Photos.

After you send your video message, the recipient is notified.

Note: You can receive video messages only from saved contacts, people you've called, and people suggested by Siri.

See [Listen to a video or audio message](#).

Leave a voicemail

If someone doesn't answer your FaceTime audio call, you're prompted to leave a voicemail if the person you're calling has Live Voicemail turned on in Settings  > Apps > Phone on an iPhone signed in to the same Apple Account as their iPad.

Note: Live Voicemail is available only in English in the U.S. (excluding Puerto Rico) and Canada.

Call again

To call someone again in FaceTime, do any of the following:

- Tap Call Again on the Record Video screen.
- In your call history, tap the name or number of the person (or group) you want to call again.

Start a FaceTime call from a Messages conversation

In an iMessage conversation, you can start a FaceTime call to the person you're chatting with.

1. Tap  at the top right of the Messages conversation.
2. Do one of the following:
 - Tap FaceTime Audio.
 - Tap FaceTime Video.

Important: If you remove the FaceTime app from your iPad, or if you removed FaceTime in an earlier version of iPadOS, you won't be able to make or receive FaceTime calls or use SharePlay on your iPad unless you [redownload the app](#). Settings and contact cards won't show FaceTime options.

Receive FaceTime calls on iPad

Answer a FaceTime call

When a FaceTime call comes in, do any of the following:

- *Accept the call:* To answer a video call, tap , then tap Join. To answer an audio call, tap .

If a slider appears, you can drag it right to answer.

- *Decline the call:* Tap .

Tap Remind Me to set a reminder to call back, or tap Message to send a text message. (You may need to tap the incoming call banner to see these options.)

- *Put the current call on hold:* Tap Hold and Accept.

Note: This option is only available if you're on a FaceTime audio call and you receive another incoming FaceTime audio call. Otherwise, you can tap End & Accept to end the current call and answer the incoming call.

Tip: You can have Siri [announce incoming calls](#), which you can accept or decline using your voice.

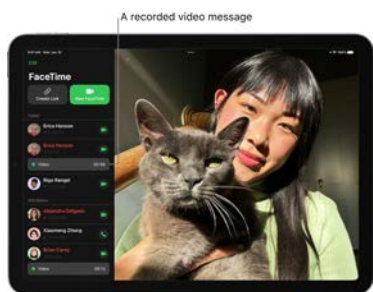
Listen to a video or audio message

If you miss an incoming *video call* from a known contact and the caller leaves a video message, you receive a notification about the video message, which you can tap to view. You can also find a link to the video in your call history, below the missed call.

Note: You can receive video messages only from saved contacts, people you've called, and people suggested by Siri.

After the caller leaves a video message, a link to it appears in your FaceTime call history, just below their call.

If you miss an incoming *audio call*, the caller can leave a voicemail if you have Live Voicemail turned on in Settings  > Apps > Phone, and your iPhone is signed in to FaceTime with the same Apple Account as your iPad. The voicemail appears in your FaceTime call history on your iPhone.



Delete a call from your call history

Open the FaceTime app , swipe left over the call in your call history, then tap .

Create a link to a FaceTime call on iPad

In FaceTime, you can create a link to a FaceTime call and send the link to a friend or a group (using Mail or Messages). They can use the link to join or start a call.

1. Open the FaceTime app , then tap Create Link.
2. Choose an option for sending the link (Mail, Messages, and so on).

In Calendar, you can schedule a remote video meeting by [inserting a FaceTime link as the location of the meeting](#)

Note: You can invite anyone to join you in a FaceTime call, even people who don't have an Apple device. They can join you in one-to-one and Group FaceTime calls from their browser—no login is necessary. (They need the latest version of either Chrome or Edge. Sending video requires H.264 video encoding support.)

Take a Live Photo in FaceTime on iPad

When you're on a video call in the FaceTime app , you can take a FaceTime Live Photo to capture a moment of your conversation (not available in all countries or regions). The camera captures what happens just before and after you take the photo, including the audio, so you can see and hear it later just the way it happened.

To take a FaceTime Live Photo, first make sure FaceTime Live Photos is turned on in Settings  > Apps > FaceTime, then do one of the following:

- *During a one-to-one FaceTime call:* Tap .
- *During a Group FaceTime call:* Tap the tile of the person you want to take a picture of, then tap .

You both receive a notification that the photo was taken, and the Live Photo is saved in your Photos app.

Turn on Live Captions in a FaceTime call on iPad

During a video call in the FaceTime app , you can turn on Live Captions to have the spoken conversation turned into text and displayed in real time on your iPad. If you're having difficulty hearing the conversation, Live Captions can make it easier to follow along. Live Captions are available on [supported models](#) when the [primary language is set to English \(U.S.\) or English \(Canada\)](#).

Important: The accuracy of Live Captions may vary and shouldn't be relied upon in high-risk or emergency situations. Live Captions uses additional battery.

1. During a FaceTime video call, tap the screen to show the FaceTime controls (if they aren't visible).
2. Tap  at the top of the controls, turn on Live Captions, then tap Done.

A Live Captions window appears, showing the automatically transcribed dialogue of the call near the top of the screen and who's speaking.

To stop showing the transcribed conversation on the screen, tap the screen, tap  at the top of the FaceTime controls, turn off Live Captions, then tap Done.

Use other apps during a FaceTime call on iPad

While you're on a call using the FaceTime app , you can use other apps—for example, to look up information, write a note, or perform a calculation.

[Go to the Home Screen](#), then tap an app icon to open the app.

To return to the FaceTime screen, tap the green bar (or the FaceTime icon) at the top of the screen.

You can also share your screen with the other people in your FaceTime call while using another app. See [Share your screen in a FaceTime call](#).

Make a Group FaceTime call on iPad

In the FaceTime app , you can have up to 32 participants in a Group FaceTime call (not available in all countries or regions).

Start a Group FaceTime call

1. In FaceTime, tap New FaceTime near the top of the screen.
2. Type the names or numbers of the people you want to call in the entry field at the top.
You can also tap  to open Contacts and add people from there. Or tap suggested contacts.
3. Tap  to make a video call or tap  to make a FaceTime audio call.

Each participant appears in a tile on the screen. When a participant speaks (verbally or by using sign language) or you tap the tile, that tile becomes highlighted or more prominent. Tiles that can't fit on the screen appear in a row at the bottom. To find a participant you don't see, swipe through the row. (The participant's initials may appear in the tile if an image isn't available.)

Note: To see participants' images arranged in a grid, see [View participants in a grid](#).

To prevent the tile of the person speaking from becoming more prominent during a Group FaceTime call, go to Settings  > Apps > FaceTime, then turn off Speaking below Automatic Prominence.

Note: Sign language detection requires a [supported model](#) for the presenter. In addition, both the presenter and participants need iOS 14, iPadOS 14, macOS 11, or later.

Start a Group FaceTime call from a group Messages conversation

In a group iMessage conversation, you can start a Group FaceTime call with all the people you're chatting with in Messages.

1. Tap  at the top right of the iMessage conversation.
2. Do any of the following:
 - Tap FaceTime Audio.
 - Tap FaceTime Video.

Add another person to a call

Any participant can add another person at any time during a FaceTime call.

1. During a FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible), tap  at the top of the controls, then tap Add People.
2. Type the name, Apple Account, or phone number of the person you want to add in the entry field at the top.
Or tap  to add someone from Contacts.

3. Tap Add People.

Join a Group FaceTime call

When someone invites you to join a Group FaceTime call, you receive a notification of the incoming call—you can either join or decline. See [Answer a FaceTime call](#).

Leave a Group FaceTime call

To leave a group call at any time, tap Leave.

The call remains active if one or more participants remain.

View participants in a grid layout in FaceTime on iPad

During a call with four or more people in the FaceTime app , you can view participants in same-size tiles, arranged in a grid. The speaker's tile is highlighted automatically, so it's easy to know who's talking. (Depending on your iPad model, some tiles may appear blurred.)

In a FaceTime call, tap the Grid button near the upper-right corner of the screen (if the button isn't visible, tap the screen).

To turn the grid off, tap the button again.

Use SharePlay to watch, listen, and play together in FaceTime on iPad

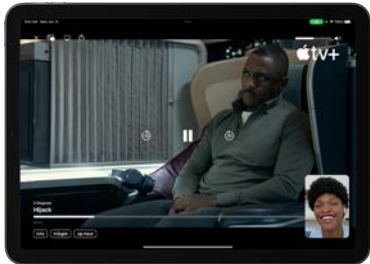
With SharePlay in the FaceTime app , you can stream TV shows, movies, and music in sync with friends and family while on a FaceTime call together. Enjoy a real-time connection with everyone on the call—with synced playback and shared controls, you all see and hear the same moments at the same time. With Smart Volume, media audio is adjusted automatically, so you can continue to chat while watching or listening. You can also play supported multiplayer games in Game Center with friends during a FaceTime call.

SharePlay can also be used in other apps during a FaceTime call. To see which apps can be used for SharePlay during a call, tap , then scroll through the apps.

Note: Some apps that support SharePlay require a subscription. To watch a movie or TV show together, every participant needs to have access to the content on their own device, through either a subscription or purchase, on a device that meets the [minimum system requirements](#). SharePlay may not support the sharing of some movies or TV shows across different countries or regions. FaceTime, some FaceTime features, and other Apple services may not be available in all countries or regions.

Watch video together during a FaceTime call

You can watch movies and TV shows during a FaceTime call in sync with your friends and family.



1. Start a call in the FaceTime app  on your iPad.
2. Tap , then tap an app below Listen and Play Together (for example, the Apple TV app ).
- Alternatively, you can [go to the Home Screen](#), then open a video streaming app that supports SharePlay.
3. Select a show or movie you want to watch, tap the Play button, then select SharePlay (if it appears) to begin watching with everyone on the call. (Others on the call may have to tap Join SharePlay to see the video.)

For everyone on the call who has access to the content, the video starts playing at the same time. People who don't have access are asked to get access (through a subscription, a transaction, or a free trial, if available).

Each person watching the content can use the playback controls to play, pause, rewind or fast-forward. (Settings like closed captioning and volume are controlled separately by each person.)

You can use [Picture in Picture](#) to keep watching the video while using another app—order food, check your email, or jump into the Messages app and discuss the video by text when you want no interruptions to the sound of the movie or TV show.

Invite friends to watch video together from a supported app during a FaceTime call

On an iPad that meets the [minimum system requirements](#), you can start a FaceTime call in the Apple TV app (or other supported video app) while you're browsing or watching video content, and share the item in sync with others using SharePlay. Everyone on the call needs to have the same type of access to the content on their own device (for example, through a subscription or purchase).

1. In the Apple TV app (or other supported video app), find a show or movie you want to share, then tap the item to see its details.
2. Tap , then tap SharePlay.
3. In the To field, enter the contacts you want to share with, then tap FaceTime.
4. When the FaceTime call connects, tap Start or Play to begin using SharePlay.

The recipients tap Open to begin viewing.

Note: If the content requires a subscription, people who aren't subscribers can subscribe before watching.

After the video starts playing, you can stream it to Apple TV. See [Send what you're watching in SharePlay to Apple TV](#).

Send what you're watching in SharePlay to Apple TV

If you've already started [watching a video together](#) on iPad, you can send it to Apple TV to enjoy on the big screen.

On iPad, do one of the following:

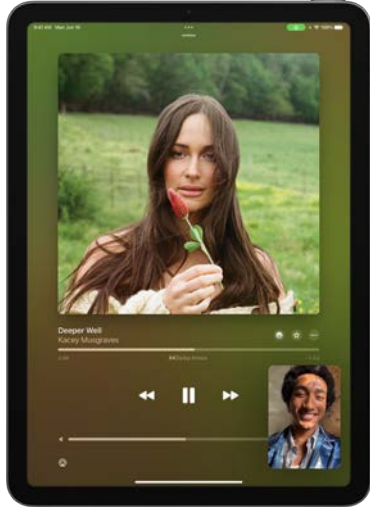
- In the streaming app, tap , then choose Apple TV as the playback destination.
- [Open Control Center](#), tap , then choose Apple TV as the playback destination.

The video plays in sync on Apple TV, and you can keep the conversation going on your iPad.

See [Watch together using SharePlay](#) in the Apple TV User Guide.

Listen to music together during a FaceTime call

You can get together and listen to an album or favorite playlist with others on a FaceTime call. Anyone on the call who has access to the music (for example, through a subscription, a transaction, or a free trial) on a device that meets the [minimum system requirements](#) can listen along, see what's next, add songs to a shared queue, and more.



1. Start a call in the FaceTime app  on your iPad.
2. Tap , then tap an app below Listen and Play Together.
Alternatively, you can [go to the Home Screen](#), then open a music streaming app that supports SharePlay (for example, the Music app ).
3. Select the music you want to listen to, then tap the Play button to begin listening to the music together. (Others on the call may have to tap Join SharePlay to hear the music.)

For everyone on the call who has access to the content, the music starts playing at the same time. People who don't have access are asked to get access (through a subscription, a transaction, or a free trial, if available).

Each person can use the music controls to pause, rewind, fast-forward, scrub to a different part of the song, or go to the next track. And anyone on the call can add songs to the shared queue.

Invite friends to listen to music together on FaceTime from a supported app

On an iPad that meets the [minimum system requirements](#), you can start a FaceTime call in the Music app (or other supported music app) and use SharePlay to share the music in sync with others on the call. Each person can use the music controls to pause, rewind, fast-forward, or scrub to a different part of the song. And anyone using SharePlay can add songs to the shared queue. Everyone on the call must have access to the content (for example, through a subscription).

1. Open the Music app  (or other supported music app), then tap the music you want to share.
2. Do one of the following:
 - Tap  next to the music, then tap SharePlay.
 - Tap  at the top right, tap , then tap SharePlay.
3. In the To field, enter the contacts you want to share with, then tap FaceTime.
4. When the FaceTime call connects, tap Start.

To begin listening, recipients tap the song title at the top of the FaceTime controls, then tap Open. The music starts playing at the same time for everyone on the call who has access to the content.

Note: Every participant needs to have access to the content on their own device, either through a subscription or a purchase. People who don't have access to the content you share are asked to get access.

Play games in Game Center with friends during a FaceTime call

You can play supported multiplayer games with friends in Game Center on a FaceTime call. You must first [set up your Game Center profile](#) in Settings , add friends, then find and download a supported multiplayer game for Game Center in the App Store.

During a FaceTime call, open the game, tap Start SharePlay, then follow the onscreen instructions.

See [Use Game Center to play with friends](#).

You can also share your screen to show apps, webpages, and more during the conversation. See [Share your screen in a FaceTime call](#).

SharePlay lets you work out with others using Apple Fitness+. See the Apple Support article [Use SharePlay with Apple Fitness+ on your iPhone, iPad, or Apple TV](#).

Share your screen in a FaceTime call on iPad

In the FaceTime app (on a device that meets the [minimum system requirements](#)), you can share your screen to bring apps, webpages, and more into the conversation.

Share your screen in a FaceTime call

1. During a call in the FaceTime app  on your iPad, tap the screen to show the FaceTime controls (if they aren't visible), then tap .
2. Tap Share My Screen.

A countdown from 3 to 1 appears, then a small image of your screen appears in the FaceTime call. Other participants can tap the screen image to enlarge it and view your content.

Tip: During a one-to-one FaceTime call, a participant who is using an iPhone or iPad can tap, draw, or write on your screen to call your attention to a specific area. The circle, drawing, or writing disappears after a few seconds. If you need more help, you can also allow the other participant to [control your screen](#).

To stop sharing your screen, tap . Ending a FaceTime call also ends screen sharing.

Ask someone to share their screen

1. During a call in the FaceTime app  on your iPad, tap the screen to show the FaceTime controls (if they aren't visible), then tap .
2. Tap Ask to Share.

Request or give remote control in a FaceTime call on iPad

During a one-to-one FaceTime video or audio call, you can remotely control another participant's screen or allow them to remotely control yours. The person controlling the screen can help with an issue or demonstrate how to use an app.

Note: Before someone can remotely control your screen, they need to be saved in your contacts. To help protect your data and privacy, additional restrictions may apply to remote control requests.

Request remote control

You can request control of an iPad or iPhone screen that's being shared with you.

Note: Both you and the other participant need iPadOS 18, iOS 18, or later.

1. In the FaceTime app  on your iPad, tap the window showing the shared screen.
2. Tap .

If the other participant accepts your request, you can tap or swipe on the shared screen. You can also use the onscreen keyboard within apps.

Accept a remote control request

A participant can request to remotely control your screen if they're using an iPad with iPadOS 18 or later.

When you receive a remote control request notification in the FaceTime app  on your iPad, tap Allow.

A countdown from 3 to 1 appears, then the remote control session starts.

WARNING: The person remotely controlling the screen can perform actions on your iPad such as opening and closing apps, changing settings, deleting items, or sending messages. Only approve remote control requests from people you trust.

The person remotely controlling the screen may be restricted from tasks such as changing your Apple Account or Face ID settings, making payments, or erasing your device. Your Face ID and Touch ID will be disabled during a remote control session.

You can still tap, swipe, or type while your screen is remotely controlled—your actions take priority over remote actions.

Decline a remote control request

When you receive a remote control request notification while sharing your screen in the FaceTime app  on your iPad, tap Don't Allow. Screen sharing continues, and the other participant can still tap, draw, or write on your screen to highlight important areas.

Stop remote control

You can end remote control at any time. Do one of the following:

- *If you're allowing someone to control your screen:* Tap Stop at the top right of the screen sharing window.
- *If you're controlling someone else's screen:* Tap .

Ending a FaceTime call also ends remote control and screen sharing.

Remote control isn't available in all countries or regions. See [iOS and iPadOS Feature Availability](#).

Collaborate on a document in FaceTime on iPad

In a FaceTime call, you can collaborate on a shared document. You can initiate collaboration in a FaceTime call that’s in progress, or you can initiate collaboration from the app where the document was created.

Collaborate on a document

1. Start a conversation in the FaceTime app with the people you want to collaborate with. (See [Make a FaceTime call](#).)
2. Tap , then choose the app you want to use below Collaborate.
If you don’t see , tap the screen to open the FaceTime controls.
3. Open the document, then do one of the following:
 - Tap Collaborate in the notification that appears.
 - Tap , choose how to share the document (FaceTime, AirDrop, Mail, or Messages), then tap Collaborate.
4. Tap Start in the collaboration notification that appears at the top of your screen.
Participants get a notification that you’ve shared a document you want to collaborate on. When they tap Open in the notification, the document opens on their device.
Everyone who receives and opens the document can make changes and see changes made by others. When someone makes a change, a notification is sent to everyone who’s collaborating on the document.

Use video conferencing features on iPad

During a video call in the FaceTime app or a third-party video conferencing app, you can use full-screen video effects and add reactions with hand gestures that fill the camera frame with 3D effects.

Use video effects during a video call

1. In a video conference call in the FaceTime app or a third-party video conferencing app, [open Control Center](#).
2. Tap FaceTime Controls, then choose any of the following:
 - *Center Stage*: Automatically frames you (and anyone else with you) as you move around the field of view during a video conference call. (Available on [supported models](#)). See [Turn on Center Stage](#).
 - *Portrait*: Automatically blurs the background and puts the visual focus on you. Tap to adjust the amount of the background blur. See [Blur the background with Portrait mode](#).
 - *Studio Light*: Dims the background and illuminates your face. Tap to adjust the intensity of the [studio light](#).
 - *Reactions*: Allows you to use hand gestures to add reactions. When Reactions is turned off in Control Center, you can’t use hand gestures to add reactions, but you can add reactions by tapping the icons that appear when you touch and hold your tile in the call. (Available on [supported models](#).) See [Add reactions in a video call](#).

Add reactions in a video call

With simple hand gestures in the FaceTime app (and third-party video conferencing apps), you can add reactions that fill the camera frame with fun, 3D augmented reality effects—including hearts, balloons, fireworks, and more.

You can also add these reactions by touching and holding your tile in the call, then tapping the icons that appear.

Note: To use hand gestures, [open Control Center](#) on a [supported model](#), tap FaceTime Controls, then make sure Reactions is turned on. When using gestures, hold your hands away from your face, and pause for a moment or two to activate the effect.

Reaction	Gesture	Icon
Hearts		
Thumbs-up		

Reaction	Gesture	Icon
Thumbs-down		
Balloons		
Rain		
Confetti		
Laser burst		
Fireworks		

Hand off a FaceTime call from your iPad to your other Apple devices

You can start a FaceTime call on your iPad and move the call to another device where you’re[signed in to the same Apple Account](#).

With Continuity Camera and Mic, you can also use iPad as a webcam and microphone for FaceTime calls on your Mac or Apple TV. See[Use FaceTime on Apple TV 4K](#).

Note: Your selected contact information for the call, shown in Settings > Apps > FaceTime, must match the selected contact information in Settings > Apps > FaceTime on the device you want to hand off to.

Hand off a FaceTime call from iPad to iPhone or Mac

While on a FaceTime call on your iPad, you can hand off the call to your iPhone (iOS 16 or later) or Mac (macOS 13 or later). You must be signed in to the same Apple Account on both devices.

1. During a call in the FaceTime app on iPad, do one of the following on your other device:
- Tap the notification with the suggestion “Move call to this [device].”

• Tap  at the top of the screen.
- A preview of the call appears, showing your camera, microphone, and audio settings.

2. Make sure the settings are the ones you want, then tap Switch or Join.

The call moves to the new device. On the original device, a banner appears confirming that the call was continued elsewhere, along with a Switch button, which you can tap if you want to bring the call back.

Hand off a FaceTime call from your iPad to Apple TV 4K

You can start (or receive) a FaceTime call on your iPad, and then hand off the call to the larger screen on Apple TV 4K (2nd generation or later) when you're signed in to the same Apple Account on both devices. After you hand off the call, it continues on Apple TV, with your iPad serving as a webcam and microphone for Apple TV for the duration of the call. Continuity Camera with Apple TV 4K (2nd generation or later) is available on [supported iPad models](#).

For instructions on handing off and continuing the call on Apple TV 4K (2nd generation), see [Use FaceTime on Apple TV 4K \(2nd generation or later\)](#).

Change FaceTime video settings on iPad

During a call in the FaceTime app , you can turn Portrait mode, Studio Light, and Center Stage on or off, switch between cameras, or turn your camera on or off.

Blur the background with Portrait mode

On [supported models](#), you can turn on Portrait mode, which automatically blurs the background and puts the visual focus on you, the same way Portrait mode does in the Camera app.

1. When you're on a FaceTime call, tap your tile.
2. Tap  in your tile.
To turn Portrait mode off, tap the button again.

You can also turn Portrait mode on or off in Control Center. [Open Control Center](#), tap FaceTime Controls, then tap Portrait.

Highlight your face

On [supported models](#), you can turn on Studio Light, which dims the background and illuminates your face.

1. When you're on a FaceTime call, [open Control Center](#), then tap FaceTime Controls.
2. Tap Studio Light.
To turn Studio Light mode off, tap the button again.

Turn on Center Stage

On [supported models](#), you can use Center Stage, which automatically adjusts your front camera to frame you as you move around the field of view during a FaceTime call.

1. When you're on a FaceTime call, [open Control Center](#).
2. Tap FaceTime Controls, then tap Center Stage to turn it on.
To turn Center Stage off, tap it again.

On some iPad models,  appears in your tile. To turn on Center Stage, you can tap your tile, then tap .

Switch to the rear camera

When you're on a FaceTime call, tap your tile, then tap .

To switch back to the front camera, tap  again.

Note: While you're using the rear camera, you can enlarge the image by tapping 1x. Tapping it again returns the image to normal size.

Turn off your camera

When you're on a FaceTime call, tap the screen to make the controls appear, then tap . (Tap it again to turn the camera back on.)

Use FaceTime audio settings on iPad

Spatial Audio in the FaceTime app  makes it sound like your friends are in the room with you. Their voices are spread out and sound like they're coming from the direction in which each person is positioned on the screen.

Note: Spatial Audio is available on [supported models](#) and works with the following AirPods models: AirPods (3rd generation), AirPods Pro (all models), and AirPods Max.

Filter out background sounds

When you want your voice to be heard clearly in a FaceTime call and other sounds filtered out, you can turn on Voice Isolation mode (available on [supported models](#)). Voice Isolation mode prioritizes your voice in a FaceTime call and blocks out the ambient noise.

During a FaceTime call, [open Control Center](#), tap Mic Mode, then select Voice Isolation.

Include the sounds around you

When you want your voice and all the sounds around you to be heard in a FaceTime call, you can turn on Wide Spectrum mode (available on [supported models](#)).

During a FaceTime call, [open Control Center](#), tap Mic Mode, then select Wide Spectrum.

Adjust audio automatically

To have your audio settings adjusted automatically, choose Automatic mode. When you want your voice and all the sounds around you to be heard in a FaceTime call, you can turn on Wide Spectrum mode (available on [supported models](#)).

During a FaceTime call, [open Control Center](#), tap Mic Mode, then select Wide Spectrum.

Turn off the sound

When you're on a FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible), then tap  to turn the sound off.

To turn the sound back on, tap the button again.

When your sound is turned off, your mic detects whether you're speaking, and you're notified that your mic is muted and that you can tap  to unmute it.

Change your appearance in a FaceTime call on iPad

On video calls in the FaceTime app , you can become your favorite Memoji (on [models with a TrueDepth camera](#)). On [supported models](#), you can use a built-in filter to change your appearance and add stickers, labels, and shapes.

Become a Memoji

In Messages, on iPad with a TrueDepth camera, you can create a Memoji character to use in your FaceTime calls. iPad captures your movements, facial expressions, and voice, and conveys them through your character. (Your character imitates you even when you stick out your tongue!)

See [Send stickers](#).

1. During a FaceTime call, tap your tile, then tap . (If you don't see , tap the screen.)
2. Tap , then choose a Memoji (swipe through the characters at the bottom, then tap one).

The other caller hears what you say, but sees your Memoji doing the talking.

Use a filter to change your appearance

1. During a FaceTime call, tap your tile, then tap  ([supported models](#)).
2. Tap  to open the filters.
3. Change your appearance by tapping a filter at the bottom (swipe left or right to preview them).

Add a text label

1. During a call, tap the screen, then tap .
2. Tap , then tap a text label.
To see more label options, swipe up from the top of the text window.
3. While the label is selected, type the text you want to appear in the label, then tap away from it.
4. Drag the label where you want to place it.
To delete the label, tap it, then tap .

Add stickers

1. During a call, tap the screen, tap , then do any of the following:
 - Tap  to add a Memoji sticker or  to add an Emoji sticker.
 - Tap , swipe up, then tap .
2. Tap a sticker to add it to the call.
To see more options, swipe left.
3. Drag the sticker to place it where you want.
To delete the sticker, tap it, then tap .

Add shapes

1. During a call, tap your tile, then tap .
2. Tap , then tap a shape to add it to the call.
To see more options, swipe up from the top of the shapes window.
3. Drag the shape where you want to place it.
To delete the shape, tap it, then tap .

Leave a FaceTime call or switch to Messages on iPad

You can leave a call in the FaceTime app  at any time, or continue your conversation in Messages.

Leave a FaceTime call

Tap the screen to show the FaceTime controls (if they aren't visible), then tap .

Switch to a Messages conversation

To jump to a Messages thread that includes everyone on the call, tap the screen to show the FaceTime controls (if they aren't visible), tap  at the top of the controls, then tap .

Block a FaceTime call and report it as spam on iPad

In the FaceTime app,  you can block FaceTime calls from unknown callers and report the calls as spam or junk. You can also silence calls from unknown callers.

Block unknown callers

Do one of the following:

- *While the call is ringing:* Tap the left side of the notification to expand the window, then tap ⓘ. Scroll down and tap Block All Participants, then tap Block All Participants.
- *During a call:* Tap ⓘ, scroll down and tap Block Caller, then tap Block.
- *While in a Group FaceTime call:* Tap ⓘ, scroll down and tap Block All Participants, then tap Block All Participants.
- *After a call has ended:* Tap the call in the call history, tap Block Caller, then tap Block.

You can also swipe left on the call, tap , then tap Block.

- *After a Group FaceTime call has ended:* Tap the call in the call history, tap ⓘ next to a caller's information, tap Block Caller, then tap Block Contact.

You can also swipe left on the call, tap , then tap Block All Participants.

Note: If a Group FaceTime call is listed in the Active section, it hasn't ended; the Block option won't be available in your call history.

After you end a call from an unknown caller, if you see a screen with Call Ended at the top, you can tap Block Caller to prevent further contact from that caller, or tap Create Contact to add the caller to your contacts.

If you block a caller, you can also report the call as spam or junk to Apple, which then receives the caller's information.

To unblock a caller, tap the call, tap ⓘ next to the name, phone number, or email address, then tap Unblock Caller. You can also go to Settings > Apps > FaceTime, then tap Blocked Contacts. Swipe left on the contact information, then tap Unblock.

Report a FaceTime call as spam or junk

Do one of the following:

- *During a call:* Tap ⓘ near the name, phone number, or email address of the caller you want to report, then tap Block and Report Junk. (You may need to tap the FaceTime window for ⓘ to appear.)
- *After a call has ended:* Swipe left on a one-to-one FaceTime call. (You can't report a Group FaceTime call as spam or junk after it has ended.)

Silence FaceTime calls from unknown callers

Go to Settings  > Apps > FaceTime > Silence Unknown Callers, then turn on Silence Unknown Callers.

This setting ensures that you'll receive FaceTime calls only from your saved contacts, people you've called before, and people suggested by Siri. Calls from unknown numbers go to voicemail and are displayed on the Recents list.

Files

Modify files and folders in Files on iPad

You can copy, move, share, and delete your documents, images, and other files on iPad.

Modify and rearrange documents

When viewing a file in a supported document format, you can modify and rearrange the document's contents.

1. Go to the Files app  on your iPad.
2. Open the document you want, tap its title, then choose any of the following:
 - *Save to Photos:* Save the document in the Photos Library.
 - *Duplicate:* Make a copy of the document.
 - *Move:* Move the document to another location.
 - *Export:* Save a copy of the file in a different file format.
 - *Print:* Print the document

To rearrange a document, touch and hold a highlighted page and drag it to a new location.

To mark up a document, tap ⓘ.

Note: Not all document formats are supported by the Files app.

Change to icon, list, or column view

You can change your view of the files in an open location or folder on iPad.

1. Go to the Files app  on your iPad.
2. Tap a location at the top of the screen—Recents, Shared, or Browse— or tap , then tap a location in the sidebar.
3. Tap ⓘ, then tap Icons, List, or Columns to change your view of the files.

Note: To look deeper into a folder hierarchy from the column view, tap an item in the rightmost column, then swipe left. To see a preview of a file along with its metadata (such as its kind and size), tap the file. (If the preview doesn't appear in the rightmost column, swipe left.) To view the file and perform various actions on it without leaving Files, tap Open below the file preview.

Rearrange the Browse sidebar

1. Go to the Files app  on your iPad.
2. Tap  to open the sidebar.
3. Tap  at the top of the sidebar, tap Edit Sidebar, then do any of the following:
 - *Hide a location:* Turn the location off.
 - *Delete a tag and remove it from all items:* Tap  next to the tag. (See [Tag a file or folder.](#))
 - *Remove an item from the Favorites list:* Tap  next to the item. (See [Mark a folder as a favorite.](#))
 - *Change the order of an item:* Touch and hold , then drag it to a new position.

Find files and folders in Files on iPad

In the Files app, you can search for and view your documents, images, and other files.

Find downloaded files

If you have files on your iPad that are downloaded from the internet, you can find them in the Downloads folder in the Files app.

1. Go to the Files app  on your iPad.
2. Tap  at the top of the screen, then tap Downloads in the sidebar to see your downloaded files.

Find a specific file or folder

1. Go to the Files app  on your iPad.
2. Tap , then enter a filename, folder name, or document type in the search field.

When you search, you have these options:

- *Focus the scope of your search:* Below the search field, tap Recents or the name of the location or tag.
- *Hide the keyboard and see more results on the screen:* Tap Search.
- *Start a new search:* Tap  in the search field.
- *Open a result:* Tap it.

Browse files and folders

1. Go to the Files app  on your iPad.
2. Tap Browse at the top of the screen, then tap a document on the Browse screen.
If you don't see the Browse screen, tap Browse again.
3. To view recently opened files, tap Recents at the top of the screen.
4. To open a file, location, or folder, tap it.

Note: If you haven't installed the app that created a file, a preview of the file opens in Quick Look.

For information about marking folders as favorites or adding tags, see [Tag a file or folder.](#)

Change how files and folders are sorted

1. Go to the Files app  on your iPad.
2. From an open location or folder, tap .
3. Choose an option: Name, Kind, Date, Size, or Tags.

Organize files and folders in Files on iPad

In the Files app, you can organize documents, images, and other files in folders.

Create a folder

1. Go to the Files app  on your iPad.
2. Open a location or an existing folder.
3. Tap , then tap New Folder.

Note: If you don't see New Folder, you can't create a folder in that location.

Rename, compress, and make other changes to a file or a folder

1. Go to the Files app  on your iPad.
2. Open a location or an existing folder.
3. Touch and hold the file or folder, then choose an option: Copy, Move, Rename, Compress, Duplicate, or Delete.

To modify multiple files or folders at the same time, tap Select, tap your selections, then tap an option at the bottom of the screen.

Note: Some options may not be available, depending on the item you select; for example, you can't delete or move an app library (a folder labeled with the app name).

Tag a file or folder

1. Go to the Files app  on your iPad.
2. Open a location or an existing folder.
3. Touch and hold the file or folder, tap Tags, then tap one or more tags.
4. Tap Done.

Tagged items appear below Tags in the Browse sidebar.

To remove a tag, tap it again.

Mark a folder as a favorite

1. Go to the Files app  on your iPad.
2. Open a location or an existing folder, touch and hold the folder, then tap Favorite.

Send files from the Files app on iPad

You can send a copy of any file to others. If you have a document you want to send that isn't digitized, you can scan it with the Files app first.

Send a file

1. Go to the Files app  on your iPad.
2. Touch and hold the file you want to send, then tap Share.
Tip: To send a smaller version of the file, tap Compress before you tap Share, touch and hold the compressed version of the file (identified as a zip file), then tap Share.
3. Choose an option for sending (for example, AirDrop, Messages, or Mail), then tap Send.

Reply to a received document

If you save an attachment from the Mail app, you can quickly reply to the email and optionally return the attachment.

1. Go to the Files app  on your iPad.
2. Touch and hold the file you want to reply to, then tap "Reply to."

Scan a document

1. Go to the Files app  on your iPad.
2. Open the location or folder where the document you want to scan is located
3. Tap , then tap Scan Documents.

To send files from Files, you can also [use Split View](#) or [Slide Over](#) to open Mail or Messages, select one or more items in Files, then [drag your selection](#) into a message.

Tip: If the files or folders you want to share are stored in iCloud Drive, you can [invite others to view or edit](#) their contents—you don't need to send them copies.

Set up iCloud Drive on iPad

You can access iCloud Drive and store files, create folders, and share documents with friends and family. You can access your content from all your devices where you're signed in to the same [Apple Account](#)—including on a Mac, where iCloud Drive is located in the Finder.

iCloud Drive is built into the Files app on devices with iOS 11, iPadOS 13, or later. You can also use iCloud Drive on Mac computers (OS X 10.10 or later), Windows devices (iCloud for Windows 7 or later), or online at [iCloud.com](https://www.icloud.com). Storage limits depend on your iCloud storage plan.

Turn on iCloud Drive

1. Go to Settings  > [your name] > iCloud.
2. Tap Drive, then turn on Sync this iPad.

Browse iCloud Drive

1. Go to the Files app  on your iPad.
2. Tap  at the top of the screen.
3. Tap iCloud Drive below Locations.
If you don't see Locations, tap  again. If you don't see iCloud Drive below Locations, tap Locations.

4. To open a folder, tap it.

See [Modify files, folders, and view downloads](#).

Choose which apps use iCloud Drive

You can choose which apps have access to store and edit content on your iCloud Drive.

1. Go to Settings  > [your name] > iCloud.
2. Tap See All next to Saved to iCloud.
3. Turn on each app you want saved to iCloud, and turn off each one you don't want saved.

Share files and folders in iCloud Drive on iPad

After you [set up iCloud Drive](#), you can share folders and individual files with friends and colleagues. When you make changes to a shared folder or file, others see your changes automatically. If you allow people to make edits, their changes appear automatically as well.

Files and folders shared in iCloud Drive have these important characteristics:

- If you share a folder, all items added to that folder by you or other participants are automatically shared.
- The link to a shared file includes its name. If the name or content is confidential, be sure to ask recipients not to forward the link to anyone else.
- If you move a shared file to another folder or location, the link no longer works, and people lose access to the item.
- Depending on the app, users might need to reopen a file or tap the original link to see the latest changes.

Share a folder or file

If you own a folder or file in iCloud Drive, you can invite others to view or change its contents.

You can share a folder or file so that only people you invite can open it, or anyone with the link can open it.

You can allow the contents of a folder or file to be changed, or you can restrict access so that the contents can only be viewed.

1. Go to the Files app  on your iPad.
2. Go to a location, then touch and hold the folder or file you want to share.
3. Tap , then choose whether you want to collaborate or send a copy of the folder or file.
4. Do one of the following:
 - *Allow only invitees to view and edit the contents:* Tap >, tap "Only invited people," tap "Can make changes," then choose a method—such as Messages or Mail—for sending people a link to the folder or file.
 - *Allow only invitees to view the contents:* Tap >, tap "Only invited people," tap "View only," then choose a method for sending the link.
 - *Allow anyone with the link to view and edit the contents:* Tap >. tap "Anyone with the link," tap "Can make changes," then choose a method for sending the link.
 - *Allow anyone with the link to view the contents:* Tap >, tap "Anyone with the link," tap "View only," then choose a method for sending the link.
 - *Allow anyone to invite more people:* Tap >, then tap "Allow others to invite," then tap Done.
5. Choose how you want to send your invitation, then tap Send.

Invite more people to collaborate on a folder or file

If you already shared a folder or file and its access is set to "Only people you invite," you can share it with more people.

1. Go to the Files app  on your iPad.
2. Tap Shared at the bottom of the screen.
3. Touch and hold the folder or file you want to share.
4. Tap , then tap Manage Shared Folder or Manage Shared File.
5. Tap Share With More People, and choose a method for sending the link.
6. Enter any other requested information, then send or post the invitation.

Share a folder or file with more people using a link

If you set the access to a shared folder or file to "Anyone with the link," anyone with the link can share it with others.

1. Go to the Files app  on your iPad.
2. Tap Shared at the top of the screen.
3. Touch and hold the folder or file you want to share.
4. Tap Share , tap Manage Shared Folder or Manage Shared File, then tap Send Link.
5. Choose a method for sending the link, enter any other requested information, then send or post the invitation.

Change access and permission settings for everyone

If you're the owner of a shared folder or file, you can change its access at any time. However, everyone you shared the link with is affected.

1. Go to the Files app  on your iPad.
2. Tap Shared at the top of the screen
3. Touch and hold the folder or file whose permissions you want to change.
4. Tap Share , tap Manage Shared Folder or Manage Shared File, then tap Share Options.
5. Change either or both of the options.
 - *Access option:* When you change the access option from "Anyone with the link" to "Only people you invite," the original link no longer works for anyone, and only people who receive a new invitation from you can open the folder or file.
 - *Permission option:* When you change the permission option, everyone who has the file open when you change the permission sees an alert. New settings take effect when the alert is dismissed.

Change access and permission settings for one person

If you're the owner of a shared folder or file and its access is set to "Only invited people," you can change the permission for one person without affecting the permission of others. You can also remove the person's access.

1. Go to the Files app  on your iPad.
2. Touch and hold the folder or file whose permissions you want to change.
3. Tap Share , then tap Manage Shared Folder or Manage Shared File.
4. Tap the person's name, then select an option.

Stop sharing a folder or file

If you're the owner of a shared folder or file, you can stop sharing it.

1. Go to the Files app  on your iPad.
2. Open the location of the folder or file you want to stop sharing.
3. Touch and hold the folder or file, tap , then tap Manage Shared Folder or Manage Shared File..
4. Tap Stop Sharing.

Anyone who has the file open when you stop sharing it sees an alert. The item closes when the alert is dismissed, the file is removed from the person's iCloud Drive, and the link no longer works. If you later share the item again and set the access to "Anyone with the link," the original link works. If the access is set to "Only invited people," the original link works again only for people you reinvite to share the item.

Transfer files from iPad to a storage device, a server, or the cloud

With iPad and a computer, you can transfer files using an external storage device, a file server, or a cloud storage service like iCloud, Box, or Dropbox.

Transfer files with an external storage device

1. Connect your iPad or computer to an external storage device, such as a USB drive or SD card.

To connect to iPad, you might need a cable adapter. See [Connect external storage devices](#).

Note: If an alert appears on iPad asking whether to trust this computer, select Trust. See the Apple Support article [About the 'Trust This Computer' alert](#).
2. Use a supported app (like Files or Pages) to copy files to the storage device. See [Organize files and folders](#)
3. Disconnect the storage device, then connect it to the device where you want the copied files to appear.
4. Copy the files to the connected device. See [Connect and use other storage devices with Mac](#) in the Mac User Guide.

Access an external storage device

You can open, rename, erase, and get information about a connected external storage device.

1. Go to the Files app  on your iPad.
2. Tap  at the top of the screen.
3. Touch and hold the name of the storage device below Locations, then do any of the following:
 - *View the contents of the storage device:* Tap Open in New Window.
 - *Rename the storage device:* Tap Rename [device].
 - *Erase the storage device:* Tap Erase.
 - *Get information about the storage device:* Tap Get Info.

Connect to a computer or file server

1. Go to the Files app  on your iPad.

2. Tap .

3. Tap  at the top of the sidebar.

If you don't see the sidebar, tap  at the top of the screen.

4. Tap Connect to Server.

5. Enter a local hostname or a network address, then tap Connect.

Tip: After you connect to a computer or file server, it appears in the Recent Servers list on the Connect to Server screen. To connect to a recent server, tap its name.

6. Select how you want to connect:

- *Guest:* You can connect as a Guest user if the shared computer permits guest access.
- *Registered User:* If you select Registered User, enter your user name and password.

7. Tap Next, then select the server volume or shared folder in the Browse sidebar (below Shared).

To disconnect from the file server, tap  next to the server in the Browse sidebar.

For information on how to set up your Mac to share files, see [Set up file sharing on Mac](#) in the Mac User Guide.

Transfer files with a cloud storage service like Box or Dropbox

Note: Subscription fees might apply.

1. On your iPad or computer, follow the instructions from your cloud storage service to upload the files you want to share.
2. To access your shared files on iPad, go to the Files app , tap  at the top of the screen, then tap the name of the storage service below Locations.

To access the shared files on a computer, follow the service's instructions.

Keep selected files downloaded

You can keep files downloaded that you always want to be able to access on your iPad. If you make changes to these files while offline, your changes will sync with iCloud when you are back online.

1. Go to the Files app  on your iPad.
2. Locate a file you want to keep downloaded.
3. Touch and hold the file you want to keep downloaded, then tap Keep Downloaded in the menu that opens.

If Keep Downloaded doesn't appear in the menu, the file is already on your iPad.

Find My

Find people

Share your location in Find My on iPad

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Before you can use the Find My app to share your location with friends, you need to set up location sharing.

Note: If you set up location sharing and others still can't see your location, make sure Location Services is on in Settings  > Privacy & Security > Location Services > Find My. Location sharing isn't available in all locations. See [Control the location information you share](#).

You can share an AirTag or other item with up to five users in addition to yourself, for a total of six users per item.

Note: Location sharing and finding people aren't available in all countries or regions.

Set up location sharing

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen, then turn on Share My Location.
The device sharing your location appears next to From.
3. If your iPad isn't currently sharing your location, you can tap Use This iPad as My Location.

Note: To share your location from another device, open Find My on the device and change your location to that device.

You can also change your location sharing settings in Settings  > *[your name]* > Find My.

Set a label for your location

You can set a label for your current location to make it more meaningful (like Home or Work). When you tap Me, you see the label in addition to your location.

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen, then tap Location.

3. Select a label.

To add a new label, tap Add Custom Label, enter a name, then tap Done.

Share your location with a friend

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, tap , then choose Share My Location.
3. In the To field, type the name of a friend you want to share your location with (or tap  and select a contact).
4. Tap Send and choose how long you want to share your location.

You can also [notify a friend or family member when your location changes](#).

If you're a member of a Family Sharing group, see [Share your location with family members](#).

Stop sharing your location

You can stop sharing your location with a specific friend or hide your location from everyone.

- *Stop sharing with a friend:* Tap People at the bottom-left side of the screen, then tap the name of the person you don't want to share your location with. Tap Stop Sharing My Location, then tap Stop Sharing Location.
- *Hide your location from everyone:* Tap Me at the bottom-left side of the screen, then turn off Share My Location.

Respond to a location sharing request

1. Go to the Find My app  on your iPad.
 2. Tap People at the bottom-left side of the screen.
 3. Tap Share below the name of the friend who sent the request and choose how long you want to share your location.
- If you don't want to share your location, tap Cancel.

Stop receiving new location sharing requests

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom of the screen, then turn off Allow Friend Requests.

Add or remove a friend in Find My on iPad

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In the Find My app, once you share your location with a friend, you can ask to see their location on a map.

Note: Location sharing and finding people aren't available in all countries or regions.

Ask to see a friend's location

1. Go to the Find My app  on your iPad.
 2. Tap People at the bottom-left side of the screen, then tap the name of the person whose location you want to see.
- If you don't see a person in the list, make sure you're [sharing your location](#) with them.
3. Tap Ask To Follow Location.

After your friend receives and accepts your request, you can see their location. See [Respond to a location sharing request](#).

Note: If you see your friend's name in the People list but can't see their location on the map, ask them to make sure they're sharing their location and that Location Services is on in Settings  > Privacy & Security > Location Services > Find My.

Remove a friend

When you remove a friend, that person is removed from your People list and you are removed from theirs.

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to remove.
3. Tap Remove [*name*], then tap Remove.

Locate a friend in Find My on iPad

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When a friend [shares their location](#) with you, you can use the Find My app to locate them on a map.

Note: Location sharing and finding people aren't available in all countries or regions.



Tap a person to see contact information, get directions, and more.

Note: If you want to see how far away your friends are from you, make sure you turn on Precise Location for the Find My app. See [Control the location information you share](#).

See the location of a friend

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to locate.
 - *If your friend can be located:* They appear on a map so you can see where they are.
 - *If your friend can't be located:* You see "No location found" below their name.
 - *If you aren't following your friend:* You see "Can see your location" below their name. You can [ask to see a friend's location](#).

You can also use Siri to locate a friend who has shared their location with you.

Say something like: "Where's Gordon?" [Learn how to use Siri](#).

Contact a friend

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to contact.
3. Tap Contact and choose how you want to contact your friend. See [Add and use contact information](#).

Get directions to a friend

You can get directions to a friend's current location in the Maps app.

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to get directions to.
3. Tap Directions to open Maps.

See [Get directions in Maps](#).

Set a label for a friend's location

You can set a label for a friend's current location to make it more meaningful (like Home or Work). The label appears below your friend's name when they're at that location.

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to set a location label for.
3. Tap Edit Location Name, then select a label.

To add a new label, tap Add Custom Label, enter a name, then tap Done.

Mark a friend as a favorite

Favorite friends appear at the top of the People list and are marked by a star.

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then find the person you want to mark as a favorite.

3. Do one of the following:

- Tap the name of the person, then tap Add [name] to Favorites.
- Swipe left across the person's name, then tap the star.

To remove a friend from your Favorites, swipe left and tap the star, or tap the friend, then tap Remove [name] from Favorites.

Get notified when a friend's location changes in Find My on iPad

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Use the Find My app  to get a notification when your friend's location changes. You can get notified when a friend arrives at a location, leaves a location, or isn't at a location.

Important: In order to receive a notification when your friend's location changes, make sure you allow notifications for the Find My app. See [Change notification settings](#).

You can also let friends know when your location changes. See [Notify a friend when your location changes in Find My](#).

Note: Location sharing and finding people aren't available in all countries or regions.

Get notified when your friend arrives at or leaves a location

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to be notified about.
3. Below Notifications, tap Add, then tap Notify Me.
4. Choose whether you want to be notified when a friend arrives at or leaves a location.
5. Choose a location, or tap New Location to create a new location and set a location radius.
With a larger radius, you're notified when your friend is near the location instead of right at the location.
6. Choose whether you want to be notified only once or every time.
7. Tap Add, then tap OK.

Your friend gets an alert after you set the notification.

If you set a recurring notification, your friend must approve it before it's set. They get an alert asking for approval when they arrive at or leave the location you chose for the first time.

Get notified when your friend isn't at a location

You can receive a notification if your friend or family member isn't at a specific location during a set schedule. For example, you can be notified if your child isn't at school during school hours.

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to be notified about.
3. Below Notifications, tap Add, then tap Notify Me.
4. Below When, tap [your friend's name] Is Not At.
5. Choose a location, or tap New Location to create a new location and set a location radius.
With a larger radius, you're notified when your friend is near the location instead of right at the location.
6. Select when you want to be notified.
 - *Time:* Select a start and end time.
 - *Days:* Select the days of the week.
7. Tap Add, then tap OK.

Your friend must approve the notification before it's set. They get an alert asking for approval on the time and day the notifications start.

Change or turn off a notification you set

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person whose notification you want to change or turn off.
This could be a notification you receive about a friend, or a notification your friend receives about you.
3. Below Notifications, tap the notification.
4. Do either of the following:
 - *Change a notification:* Change any details, then tap Done.
 - *Turn off a notification:* Tap Delete Notification, then tap Delete Notification again.

You can create up to 25 Notify Me notifications.

Note: You can only create recurring notifications for friends who have [two-factor authentication](#) turned on.

Notifv a friend when your location changes in Find My on iPad

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Use the Find My app  to let a friend know when your location changes.

You can also get a notification when your friend's location changes. See [Get notified when friends change their location](#).

Note: Location sharing and finding people aren't available in all countries or regions.

Notify a friend when your location changes

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to notify.
3. Below Notifications, tap Add, then tap Notify *[your friend's name]*.
4. Choose whether you want to notify your friend when you arrive at or leave a location.
5. Choose a location, or tap New Location to create a new location and set a location radius.
With a larger radius, your friend is notified when you're near the location instead of right at the location.
6. Choose whether you want your friend to be notified only once or every time.
7. Tap Add.

You can stop notifying friends when your location changes at any time. See [Change or turn off a notification you set](#).

See all notifications about you

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen.
Below Notifications About You, you see a list of people who are notified when your location changes.
If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.
3. Select a name to see more details.

Turn off notifications about you

You can turn off any location notification about you. This includes notifications you set and notifications your friends create.

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen.
Below Notifications About You, you see a list of people who are notified when your location changes.
If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.
3. Select a name, then tap a notification.
4. Tap Delete Notification, then tap Delete Notification again.

Find devices

Add your iPad to Find My

Before you can use the Find My app  to locate a lost iPad, you need to connect the device to your [Apple Account](#).

When you add your iPad to Find My, you can also get notified if you leave it behind. See [Get notified if you leave a device behind](#).

Note: Location sharing and finding devices aren't available in all countries or regions.

Add your iPad

1. Go to Settings  > *[your name]* > Find My on your iPad.
If you're asked to sign in, enter your [Apple Account](#) information. If you don't have an Apple Account, tap "Don't have an Apple Account or forgot it?" then follow the instructions.
2. Tap Find My iPad, then turn on Find My iPad.
3. You can also turn on or off either of the following:
 - *Find My network*: If your device is offline (not connected to Wi-Fi or cellular), Find My can locate it using the Find My network.
 - *Send Last Location*: If your device's battery charge level becomes critically low, its location is sent to Apple automatically.

Your iPad also includes a feature called Activation Lock that prevents anyone else from activating and using your device, even if it's completely erased. See the Apple Support article [Activation Lock for iPhone, iPad, and iPod touch](#).

Add your Apple Pencil Pro

1. Open the Find My app  on your iPad.
2. Tap Devices, then attach Apple Pencil Pro to your iPad.

3. Tap [+](#), then tap Apple Pencil.
4. Follow the onscreen instructions.

Add another device

See any of the following:

- *iPhone*: [Add your iPhone to Find My](#) in the iPhone User Guide
- *iPod touch*: [Add your iPod touch to Find My](#) in the iPod touch User Guide
- *Mac*: [Set up Find My on Mac](#) in the Find My User Guide for Mac
- *Apple Watch*: [Set up and pair your Apple Watch with iPhone](#) in the Apple Watch User Guide
- *AirPods*: Pairing instructions for your model in the “Pair and connect” section in the [AirPods User Guide](#) and [Turn on the Find My network for AirPods \(3rd generation\), AirPods Pro, and AirPods Max](#)
- *iPhone Wallet with MagSafe and Find My support*: [Add your iPhone Wallet with MagSafe to Find My on iPhone](#)

You can also add AirTags and other items to Find My using your iPad. See any of the following:

- [Add an AirTag](#)
- [Add a third-party item](#)

Add a family member’s device

You can see your family members’ devices in Find My if you [set up Family Sharing first](#). Their devices appear below yours in the Devices list. See [Share locations with family and locate lost devices](#).

You can’t add friends’ devices to Find My. Friends who lose a device can go to [Find Devices on iCloud.com](#) and sign in to their Apple Account.

Set separation alerts in case you leave a device behind in Find My on iPad

In the Find My app, you can turn on separation alerts for a device so you don’t accidentally leave it behind. You can also set Trusted Locations, which are locations where you can leave your device without receiving an alert.

If you have an iPhone Wallet with MagSafe and Find My support, you can get an alert if it detaches from your iPhone.

Important: In order to receive separation alerts, make sure you allow notifications for the Find My app. See [Change notification settings](#). Location sharing and finding devices aren’t available in all countries or regions.

Set up alerts for your iPhone, iPad, Mac, or AirPods

You can set up separation alerts for your iPhone, iPad, or iPod touch with iOS 15, iPadOS 15, or later; Mac with Apple silicon and macOS 12 or later; or AirPods with the Find My network turned on.

You can only set up a separation alert from the [device sharing your location](#). You receive an alert every time the device sharing your location separates from the device you set an alert for.

1. Go to the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to set up an alert for.
3. Below Notifications, tap Notify When Left Behind.
4. Turn on Notify When Left Behind, then follow the onscreen instructions.
5. If you want to add a Trusted Location, you can choose a suggested location, or tap New Location, select a location on the map, then tap Done.
6. Tap Done.

Get notified when your iPhone Wallet with MagSafe detaches from your iPhone

You can get an alert one minute after your iPhone Wallet with MagSafe and Find My support separates from your iPhone. Then you can use the Find My app to see its last known location on a map.

1. Go to the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of your iPhone Wallet with MagSafe.
3. Below Notifications, tap Notify When Detached.
4. Turn off or on Notify When Detached, then tap Done.

Locate a device in Find My on iPad

Use the Find My app to locate and play a sound on a missing iPhone, iPad, iPod touch, Mac, Apple Watch, AirPods, Beats headphones ([supported models](#)), or Apple Pencil Pro. In order to locate a device, you must [turn on Find My \[device\]](#) before it’s lost.

Note: If you want to see how far away your devices are from you, make sure you turn on Precise Location for the Find My app. See [Control the location information you share](#). If you lose your iPad and don’t have access to the Find My app, you can locate or play a sound on your device using [Find Devices on iCloud.com](#).

Note: Location sharing and finding devices aren’t available in all countries or regions.



Tap a device to play a sound, get directions, and more.

About locating a device

- You can use Find My on your iPad to see the location of your device on a map. If the device is online, you see its location, and it plays a sound to help you find it. If the device is offline, you see its location, but it doesn't play a sound.
- For AirPods and [supported Beats headphones](#), you can locate them when they're near your device and connected to Bluetooth®. For [supported AirPods](#), you can also see their location via the Find My network for up to 24 hours after they last connected to your device, even if they're not nearby.
- For iPhone Wallet with MagSafe and Find My support, you can see its location when it's attached to your iPhone and its last known location if it detaches from your iPhone.

See the location of your device on a map

You can see your device's current or last known location in the Find My app.

Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to locate.

- *If the device can be located:* It appears on the map so you can see where it is.
- *If the device can't be located:* You see "No location found" below the device's name. Below Notifications, turn on Notify When Found. You receive a notification when it's located.

Important: Make sure you allow notifications for the Find My app. See [Change notification settings](#).

For troubleshooting steps, see the Apple Support article [If Find My is offline or not working](#).

Play a sound on your device

1. Go to the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to play a sound on.
3. Tap Play Sound.
 - *If the device is online:* A sound starts after a short delay and gradually increases in volume, then plays for about two minutes. If applicable, a Find My [device] alert appears on the device's screen.
A confirmation email is also sent to your Apple Account email address.
 - *If the device is offline:* You see Sound Pending. The sound plays the next time the device connects to a Wi-Fi or cellular network. For AirPods and Beats headphones, you receive a notification the next time your device is in range of your iPhone or iPad.

If your AirPods are separated, you have additional options to play a sound. See [Locate AirPods in Find My](#) in the AirPods User Guide.

Stop playing a sound on a device

If you find your device and want to turn off the sound before it stops automatically, do one of the following:

- *iPhone, iPad, or iPod touch:* Press the power button or a volume button, or flip the Ring/Silent switch. If the device is locked, you can also unlock it, or swipe to dismiss the Find My [device] alert. If the device is unlocked, you can also tap OK in the Find My [device] alert.
- *Apple Watch:* Tap Dismiss in the Find My Watch alert, or press the Digital Crown or side button.
- *Mac:* Click OK in the Find My Mac alert.
- *AirPods or Beats headphones:* Tap Stop in Find My.

Get directions to a device

You can get directions to a device's location in the Maps app.

1. Go to the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to get directions to.
3. Tap Directions to open Maps.

See [Get directions](#).

Locate or play a sound on a friend's device

If your friend loses a device, they can locate it or play a sound on it by going to [Find Devices on iCloud.com](#) and signing in to their Apple Account. To learn more, see [Locate a device in Find Devices on iCloud.com](#) in the iCloud User Guide.

If you set up Family Sharing, you can use Find My to [locate a family member's missing device](#).

Locate your Apple Pencil Pro

Use the Find My app on your iPad or iPhone to locate your missing Apple Pencil Pro.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom of the screen, then tap Apple Pencil Pro.
3. Follow the prompts to locate your Apple Pencil Pro.

The onscreen circle grows and the text changes from "far," to "near," to "within reach" as you get closer.

Note: Apple Pencil Pro can only be added to Find My for one Apple Account at a time.

You can also use Siri to help locate a device.

Say something like: "Play a sound on my iPhone" or "Where's my iPad?" [Learn how to use Siri](#).

Mark a device as lost in Find My on iPad

Use the Find My app to mark a missing iPhone, iPad, iPod touch, Apple Watch, Mac, supported AirPods, or iPhone Wallet with MagSafe as lost. In order to mark a device as lost, you must [turn on Find My \[device\]](#) before it's lost.

Note: Location sharing and finding devices aren't available in all countries or regions.

What happens when you mark a device as lost?

- A confirmation email is sent to your Apple Account email address.
- You can create a message for the device that says it's lost and how to contact you.
- For an iPhone, iPad, iPod touch, Mac, or Apple Watch, your device doesn't display alerts or make noise when you receive messages or notifications, or if any alarms go off. Your device can still receive phone calls and FaceTime calls.
- For applicable devices, payment cards and other services are suspended.

Mark a device as lost

If your device is lost or stolen, you can turn on Lost Mode (for your iPhone, iPad, iPod touch, Apple Watch, supported AirPods, or iPhone Wallet with MagSafe), or lock your Mac.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the lost device.
3. Below Mark As Lost, tap Activate.
4. Follow the onscreen instructions, keeping the following in mind:
 - *Passcode:* If your iPhone, iPad, iPod touch, or Apple Watch doesn't have a passcode, you're asked to create one now. For a Mac, you must create a numerical passcode, even if you already have a password set up on your Mac. This passcode is distinct from your password and is only used when you mark your device as lost.
 - *Contact information:* For iPhone, iPad, iPod touch, Mac, or Apple Watch, the contact information and message appear on the device's Lock Screen. For AirPods or iPhone Wallet with MagSafe, the information appears when someone tries to connect with your device.
5. Tap Activate (for an iPhone, iPad, iPod touch, Apple Watch, AirPods, or iPhone Wallet with MagSafe) or Lock (for a Mac).

When the device has been marked as lost, you see Activated below the Mark As Lost section. If the device isn't connected to a network when you mark it as lost, you see Pending until the device goes online again.

See also [Mark AirPods as lost](#) in the AirPods User Guide.

Change the information for a lost device

After you mark your iPhone, iPad, iPod touch, Apple Watch, or iPhone Wallet with MagSafe as lost, you can adjust the information in the Lost Mode message.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the lost device.
3. Below Mark As Lost, tap Pending or Activated.
4. Update the information, then tap Done.

Turn off Lost Mode for an iPhone, iPad, iPod touch, Apple Watch, AirPods, or iPhone Wallet with MagSafe

When you find your lost device, you can turn off Lost Mode.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device.
3. Tap Pending or Activated below Mark As Lost, tap Turn Off Mark As Lost, then tap Turn Off.

For iPhone, iPad, iPod touch, or Apple Watch, you can also turn off Lost Mode by entering your passcode on the device. For iPhone Wallet with MagSafe, you can turn off Lost Mode by attaching the wallet to your iPhone.

Unlock a Mac

When you find your lost Mac, do one of the following:

- *Mac with Apple silicon:* Enter your Apple Account password.
See the Apple Support articles [If you forgot your Apple Account](#) and [If you forgot your Apple Account password](#).
- *Intel-based Mac:* Enter the numeric passcode on the Mac to unlock it (the one you set up when you marked your Mac as lost).

If you forget your passcode, you can recover it using [Find Devices on iCloud.com](#). For more information, see [Use Lost Mode in Find Devices on iCloud.com](#) in the iCloud User Guide.

If you lose your iPad, you can turn on Lost Mode using [Find Devices on iCloud.com](#).

Erase a device in Find My on iPad

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ipde-do-not-answer

Use the Find My app to erase an iPhone, iPad, iPod touch, Apple Watch, or Mac. In order to remotely erase a device, you must [turn on Find My \[device\]](#) before it's lost.

Note: Finding devices isn't available in all countries or regions.

What happens when you erase a device in Find My?

- A confirmation email is sent to your Apple Account email address.
- When you erase a device remotely using Find My, Activation Lock remains on to protect it. Your [Apple Account](#) password is required to reactivate it.
- If you erase a device that had iOS 15, iPadOS 15, or later installed, you can use Find My to locate or play a sound on the device. Otherwise, you won't be able to locate or play a sound on it. You may still be able to locate your Mac or Apple Watch if it's near a previously used Wi-Fi network.

Erase a device

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to erase.
3. Tap Erase This Device, then tap Continue.
If the device is a Mac, enter a passcode to lock it (you need to use the passcode to unlock it).
4. If the device is lost and you're asked to enter a phone number or message, you may want to indicate that the device is lost or how to contact you. The number and message appear on the device's Lock Screen.
5. Tap Erase.
6. Enter your [Apple Account](#) password, then tap Erase again.

If your device is offline, you see Erase Pending. The remote erase begins the next time it connects to a Wi-Fi or cellular network.

Cancel an erase

If you erase an offline device and find it before it comes online again, you can cancel the erase request.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device whose erase you want to cancel.
3. Tap Cancel Erase, then enter your [Apple Account](#) password.

If you lose your iPad, you can erase it using [Find Devices on iCloud.com](#).

Remove a device from Find My on iPad

You can use the Find My app to remove a device from your Devices list or turn off Activation Lock on a device you already sold or gave away. When you remove Activation Lock, someone else can activate the device and connect it to their Apple Account.

If you still have the device, you can turn off Activation Lock and remove the device from your account by turning off the Find My [\[device\]](#) setting on the device.

Note: Finding devices isn't available in all countries or regions.

Remove a device from your Devices list

If you're not planning on using a device, you can remove it from your Devices list. The device may need to be offline in order for you to remove it.

The device appears in your Devices list the next time it comes online if it still has Activation Lock turned on (for an iPhone, iPad, iPod touch, Mac, or Apple Watch), or is paired with your iOS or iPadOS device (for AirPods or Beats headphones).

1. Do one of the following:
 - *For an iPhone, iPad, iPod touch, Mac, or Apple Watch:* Turn off the device.
 - *For AirPods:* Put AirPods in their case and close the lid or turn the AirPods off.
 - *For Beats headphones:* Turn off the headphones.
2. Open the Find My app  on your iPad.
3. Tap Devices at the bottom-left side of the screen, then tap the name of the offline device.
4. Tap Remove This Device, then tap Remove.

Remove an Apple Pencil Pro

You can remove an Apple Pencil Pro from your Devices list if you don't want it to appear in the Find My app. Removing it from Find My removes Find My Lock and allows someone else to connect it to their Apple Account.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom of the screen, then tap your Apple Pencil Pro.
3. Tap Remove This Device, then follow the onscreen instructions.

Remove an iPhone Wallet with MagSafe

You can remove an iPhone Wallet with MagSafe and Find My support from your Devices list if you don't want it to appear in the Find My app. Removing it from Find My allows someone else to connect it to their Apple Account.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom of the screen, then tap the name of your iPhone Wallet with MagSafe.
3. Tap Remove This Device, then follow the onscreen instructions.

Turn off Activation Lock on a device you have

Before you sell, give away, or trade in a device, you should remove Activation Lock so the device is no longer associated with your [Apple Account](#).

See the Apple Support articles:

- [What to do before you sell, give away, or trade in your iPhone or iPad](#) and [Activation Lock for iPhone and iPad](#)
- [What to do before you sell, give away, or trade in your Mac](#) and [Activation Lock for Mac](#)
- [What to do before you sell, give away, or trade in your Apple Watch, or buy one from someone else](#) and [About Activation Lock on your Apple Watch](#)

Turn off Activation Lock on a device you no longer have

If you sold or gave away your iPhone, iPad, iPod touch, Mac, or Apple Watch and you forgot to turn off Find My [device], you can still remove Activation Lock using the Find My app.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to remove.
3. [Erase the device](#).

Because the device isn't lost, don't enter a phone number or message.

If the device is offline, the remote erase begins the next time it connects to a Wi-Fi or cellular network. You receive an email when the device is erased.
4. When the device is erased, tap Remove This Device, then tap Remove.

All your content is erased, Activation Lock is turned off, and someone else can now activate the device.

You can also remove a device online using iCloud.com. For instructions, see [Remove a device from Find Devices on iCloud.com](#) in the iCloud User Guide.

Find items

Add an AirTag in Find My on iPad

You can pair an AirTag with your [Apple Account](#) using your iPad. When you attach it to an everyday item, like a keychain or a backpack, you can use the Find My app to locate it if it's lost or misplaced.

You can get notified if you leave your AirTag behind. See [Set separation alerts in case you leave an AirTag or item behind](#)

You can also add supported third-party products to Find My. See [Add or update a third-party item](#).

Note: Location sharing and finding items aren't available in all countries or regions.

Add an AirTag

1. [Go to the Home Screen](#) on your iPad.
2. Remove the battery tab from the AirTag (if applicable), then hold it near your iPad.
3. Tap **Connect** on the screen of your iPad.
4. Choose a name from the list or choose **Custom Name** to type a name and select an emoji, then tap **Continue**.
5. Tap **Continue** to register the item to your Apple Account, then tap **Finish**.

You can also register an AirTag in the Find My app. Tap [+](#), then choose **Add AirTag**.

If the item is registered to someone else's Apple Account, they need to remove it before you can add it. See [Remove an AirTag or other item from Find My](#).

Change the name or emoji of an AirTag

1. Open the Find My app  on your iPad.
2. Tap **Items** at the bottom-left side of the screen, then tap the AirTag whose name or emoji you want to change.
3. Tap **Rename Item**.
4. Choose a name from the list or choose **Custom Name** to type a name and select an emoji.
5. Tap **Done**.

View more details about an AirTag

When you register an AirTag to your Apple Account, you can view more details about it in the Find My app.

1. Open the Find My app  on your iPad.
2. Tap **Items** at the bottom-left side of the screen, then tap the AirTag you want to see more details about.
3. Tap the name of the AirTag to see the serial number and the firmware version.

If the battery level is low, a message appears below the location of the AirTag. You can also see a low battery indicator next to the name of the AirTag in the **Items** list.

Share an AirTag or other item in Find My on iPad

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ipde-needs-review

If you want to share an item that's [paired with an AirTag](#) (or a third-party item that works with Find My), you can share it in Find My so the borrower can [see it on a map and find it](#). If it's nearby, Find My can [play a sound](#). People you're sharing items with don't receive [tracking notifications](#) when the items are moving with them.

You can share an AirTag or other item with up to five borrowers in addition to yourself, for a total of six users per item, as long as the following requirements are met:

- Two-factor authentication must be turned on for your Apple Account.
- The person you share with must have an Apple Account and be signed in to it. They must also be using iCloud. You can't share with [a child account](#).
- The owner and borrowers must have iCloud Keychain turned on.

Note: You share a third-party item the same way you share an AirTag. Location sharing and finding devices aren't available in all countries or regions.

Share an AirTag

1. Go to the Find My app  on your iPad.
2. Tap **Items**, tap the name of the AirTag you want to share, then tap **Add Person** below **Share This AirTag** (or **Share This Item**).
3. Enter the Apple Account information of the person you want to add.
To add more people, tap [+](#).
4. Tap the name of the person you want to share with, then tap their Apple Account.
Repeat steps 3 and 4 for each person you want to add.
5. When you're finished adding borrowers, tap **Share** in the top-right corner.

A list of everyone you invited appears on the item's main screen, along with the status of their invitations.

When someone accepts an invitation, the shared AirTag appears in Find My below **Items** and the recipient is notified that an item is being shared with them. If someone declines the invitation, their name is removed from the list, and you no longer see it.

Ask the owner of an AirTag to share it in Find My

If the owner of an AirTag shares it with you but doesn't do so in Find My, you'll receive an unknown AirTag notification and tracking notifications. To stop receiving tracking notifications for the AirTag, ask the owner to share it with you in Find My.

Note: You can only ask an owner to share if you're in the same Family Sharing group. See [Add a member to a Family Sharing group](#).

1. In the tracking notification you receive, tap Ask Owner to Share AirTag.
2. Tap Ask Owner.

If the owner wants to add you as a borrower, you receive an invitation to share the AirTag.

Accept or decline an invitation to share

If you're invited to share an AirTag, you receive a notification.

To see the invitation in Find My, tap Items, then do one of the following:

- *Accept the invitation:* Tap Add.
The AirTag appears in your Items list, below [Sharer]'s Items. You stop receiving tracking notifications for as long as you borrow the AirTag.
- *Decline the invitation:* Tap Don't Add.

Stop sharing an AirTag

If you're the owner of an AirTag and no longer want to share it, you can stop sharing in Find My.

1. Go to the Find My app  on your iPad.
2. tap Items, Tap the name of the item you're sharing, then tap the name of the person you're sharing it with.
3. Tap Stop Sharing, then tap Stop Sharing again.

The person you were sharing with no longer sees the AirTag's location, but may still get tracking notifications when the AirTag is moving with them.

Add or update a third-party item in Find My on iPad

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ipde-needs-review

You can use certain third-party products with the Find My app. You can register these products to your [Apple Account](#) using your iPad, and then use Find My to locate them if they're lost or misplaced.

You can also get notified if you leave your item behind. See [Get notified if you leave an item behind](#).

You can also add an AirTag to Find My. See [Add an AirTag](#).

Note: Finding items isn't available in all countries or regions.

Add a third-party item

1. Go to the Find My app  on your iPad.
2. Follow the manufacturer's instructions to make the item discoverable.
3. Tap , then choose Add Other Item.
4. Tap Connect, type a name and select an emoji, then tap Continue.
5. Tap Continue to register the item to your Apple Account, then tap Finish.

If you have trouble adding an item, contact the manufacturer to see if Find My is supported.

If the item is registered to someone else's Apple Account, they need to remove it before you can add it. See [Remove an AirTag or other item from Find My](#).

Change an item's name or emoji

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item whose name or emoji you want to change.
3. Tap Rename Item.
4. Choose a name from the list or choose Custom Name to type a name and select an emoji.
5. Tap Done.

Keep your item up to date

Keep your item up to date so you can use all the features in Find My.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item you want to update.
3. Tap Update Available, then follow the onscreen instructions.

Note: If you don't see Update Available, your item is up to date.

While the item is updating, you can't use Find My features.

View details about an item

When you register an item to your Apple Account, you can use Find My to see more details about it, like the serial number or model. You can also see if a third-party app is available from the manufacturer.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item you want more details about.
3. Do either of the following:
 - *View details:* Tap Show Details.
 - *Get or open third-party app:* If an app is available, you see the app icon. Tap Get or  to download the app. If you've already downloaded it, tap Open to open it on your iPad.

Set separation alerts in case you leave an AirTag or item behind in Find My on iPad

In the Find My app, you can turn on separation alerts for an AirTag or other item so you don't accidentally leave it behind. You receive an alert every time the [device sharing your location](#) separates from the item.

You can also set Trusted Locations, which are locations where you can leave an item without receiving an alert.

Important: In order to receive separation alerts, make sure you allow notifications for the Find My app. See [Change the frequency of notifications](#).

Location sharing and finding items aren't available in all countries or regions.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the name of the item you want to set an alert for.
3. Below Notifications, tap Notify When Left Behind.
4. Turn on Notify When Left Behind.
5. If you want to add a Trusted Location, you can choose a suggested location, or tap New Location, select a location on the map, then tap Done.
6. Tap Done.

Locate an AirTag or other item in Find My on iPad

You can use the Find My app to locate a missing AirTag or third-party item that you've registered to your Apple Account.

Learn how to register an [AirTag](#) or [third-party item](#).

Note: Location sharing and finding items aren't available in all countries or regions.

See the location of an item

Tap Items at the bottom-left side of the screen, then tap the item you want to locate.

- *If the item can be located:* It appears on the map so you can see where it is. The location and timestamp appear below the item's name. The item's location is updated when it connects to the Find My network.
- *If the item can't be located:* You see where and when it was last located. Below Notifications, turn on Notify When Found. You receive a notification once it's located again.

Important: Make sure you allow notifications for the Find My app. See [Change notification settings](#).

Play a sound

If the item is nearby, you can play a sound on it to help you find it.

Note: If you can't play a sound on an item, you won't see the Play Sound button.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item you want to play a sound on.
3. Tap Play Sound.

To stop playing the sound before it ends automatically, tap Stop Sound.

Get directions to an item

You can get directions to an item's current or last known location in the Maps app.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item you want to get directions to.
3. Tap Directions to open Maps.

See [Get directions](#).

Mark an AirTag or other item as lost in Find My on iPad

If you lose an AirTag or third-party item registered to your Apple Account, you can use the Find My app to mark it as lost.

Learn how to register an [AirTag](#) or [third-party item](#).

Note: Finding items isn't available in all countries or regions.

What happens when you mark an item as lost?

- You can add a message saying that the item is lost and include your phone number or email address.
- If someone else finds your item, they can use a supported device to see a website with the Lost Mode message.

Turn on Lost Mode for an item

To mark an item as lost, you need to turn on Lost Mode.

1. Go to the Find My app  on your iPad.
 2. Tap Items at the bottom-left side of the screen, then tap the name of the lost item.
 3. Below Lost Mode, tap Enable.
 4. Follow the onscreen instructions to enter a phone number where you can be reached. To enter an email address instead, tap "Use an email address."
- Important:** Make sure you allow notifications for the Find My app. See [Change notification settings](#).
5. Tap Activate.

Change the contact information in the Lost Mode message

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the name of the lost item.
3. Below Lost Mode, tap Enabled.
4. Edit the phone number or email address, then tap Save.

Turn off Lost Mode for an item

When you find your lost item, turn off Lost Mode.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the name of the item.
3. Below Lost Mode, tap Enabled.
4. Tap Turn Off Lost Mode, then tap Turn Off.

Remove an AirTag or other item from Find My on iPad

You can use the Find My app to remove an AirTag or third-party item from your Apple Account so someone else can register it.

Learn how to register an [AirTag](#) or [third-party item](#).

Note: Finding items isn't available in all countries or regions.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item you want to remove.
3. Bring the item near your iPad.

If the item isn't near your device, you can still remove it from your account. However, the item must be reset before anyone can register it to their Apple Account.
4. Tap Remove Item, then follow the onscreen instructions.

Note: Follow the manufacturer's instructions to reset an item. For an AirTag, see the Apple Support article [How to reset your AirTag](#).

Adjust map settings in Find My on iPad

You can change the map view or distance units that appear in the Find My app.

Change the map view

The button at the top right of the map indicates if the current map is for exploring  or viewing from a satellite .

1. Go to the Find My app  on your iPad.
2. To choose a different map, tap the button at the top right, then choose another map type.

You can also tap  to further customize the map.
3. Tap .

You can also tap 2D or 3D at the top right to change the view (not available in all locations).

Tip: If you don't see 2D or 3D, zoom in. You can also swipe up with two fingers to see the 3D view.

For information about how to interact with maps, see [View maps](#).

Change distance units

You can change the default distance units in Settings . See [Change the language and region](#).

Turn off Find My on iPad

You can turn off Find My on your iPad if you no longer want to share your location or view the location of your friends, devices, and items.

1. Go to Settings  > [your name] > Find My on your iPad.
2. Tap Find My iPad, then tap to turn it off.
3. Enter your Apple Account password, then tap Turn Off.

Freeform

Get started with Freeform on iPad

The Freeform app gives you a boundless canvas for creativity. Bring everything together, including photos, drawings, links, and files. And invite others to work with you.

Gather ideas freely



You can put just about any kind of file in a Freeform board—an online whiteboard—without worrying about layouts or page sizes. To create a board, tap .

Collaborate with others



Tap  to invite people to start working together in real time on a board. You can add sticky notes  to conduct a brainstorming session or provide feedback.

Get creative with the drawing tools



Tap  (or just use your Apple Pencil) to start drawing. Adjust the line's thickness, transparency, color, and more, and pinch to zoom in and out as you work.

Start on your iPad, keep working on your iPhone or Mac



The Freeform boards you store in iCloud—and any changes you make to them—stay up to date on all your Apple devices when you're signed in to the same Apple Account. To use iCloud with Freeform, go to Settings  > [your name] > iCloud > See All (in the Saved to iCloud section), then turn on Freeform.

Want to learn more?

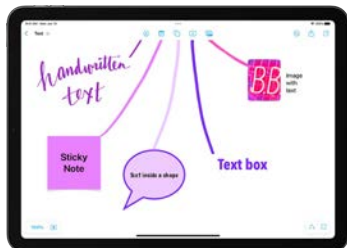
- [Create a Freeform board](#)
- [Draw or handwrite on a Freeform board](#)
- [Add shapes, lines, arrows, and diagrams to a Freeform board](#)
- [Share Freeform boards and collaborate](#)
- [iCloud User Guide: Set up iCloud for Freeform on all your devices](#)

Create a Freeform board on iPad

You can use the Freeform app to create boards for brainstorming and collaborating. For example, propose a trip with friends and let everyone take part in the planning. You can add text, sticky notes, photos, videos, and other types of files. The canvas expands as you add content, so you're never constrained by space limits or page formatting.

Create a new board

1. Go to the Freeform app  on your iPad.
2. Tap .
3. Tap one of the options at the top of the screen, such as a sticky note  or text box , to start building your board.



4. Move around your board by dragging your finger, and zoom in or out by pinching open or closed.
Tip: To magnify more precisely, tap the current percentage in the bottom-left corner.
5. Your board is saved automatically as you work. To name it, tap Untitled in the top left, then tap Rename.
If you're in **Split View**, tap , then tap Rename.

To learn how to align items or move something to the background, see [Position items on a Freeform board](#).

Create a board from another app

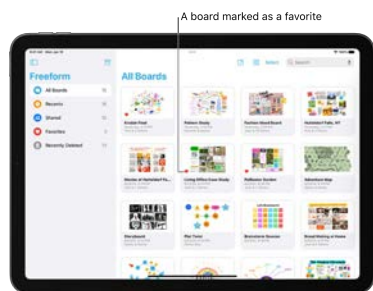
You can start a new Freeform board using content from another supported app, such as Notes, Maps, Safari, Files, Photos, and more.

1. On your iPad, go to the app whose content you want to use on a new Freeform board.
2. Open the item you want to place on the Freeform board (for example, a note, map, webpage, PDF, or screenshot).
To share just one part of a file to a board (rather than the entire webpage or note), select the item. If your selection includes text, only the text is shared.
3. Tap Share or , then tap the Freeform app icon .
4. Tap New Board or the name of an existing board.
Either a link or the item appears in the board.

Open a board

1. Go to the Freeform app  on your iPad.
2. Tap a category in the sidebar, then tap the board you want to open, or do one of the following:
 - If you don't see the sidebar: Tap .
 - If you're in a board: Tap  in the upper-left corner.

Note: Any collaborations you get invited to in the Messages app appear in an Invitations section on the Shared Boards screen until you accept them.



Duplicate a board

When you want to copy an existing Freeform board, do one of the following:

- **While browsing All Boards:** Tap Select in the top-right corner of the screen. Tap the boards you want to copy (a checkmark appears as you select each one), then tap Duplicate.
Or touch and hold the thumbnail or name of the board, then tap Duplicate .

- *If you're in a board:* Tap , then tap Duplicate.
- If you're in [Split View](#), tap , then tap Duplicate.

Note: If you duplicate a shared board, the copy isn't shared.

Add a board to Favorites

1. Go to the Freeform app  on your iPad.
2. Do one of the following:
 - *While browsing All Boards:* Touch and hold the thumbnail or name of the board, then tap Favorite .
 - *If you're in a board:* Tap , then tap Favorite .

Draw or handwritten on a Freeform board on iPad

You can sketch or jot a handwritten note with Apple Pencil (see [compatibility](#)) or your finger. You can edit and work with handwritten text just as you do with typed text.



Draw or handwritten

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Tap , then draw with your finger or Apple Pencil.

If you're using Apple Pencil and want to be able to switch to draw with your finger, tap  in the drawing tools, then turn on Draw with Finger.

Tip: Hold your finger or Apple Pencil still for a moment when you finish the drawing to smooth or straighten its shape.

4. Tap a tool to switch to it. (Swipe to see other tools, such as Fill, Crayon, Fountain Pen, or Watercolor Brush.)



Tap any tool a second time to change its qualities, like the thickness or opacity of a stroke.

To fill a closed shape with color, use the Fill tool (the paint tube).

To draw a straight line, tap the Ruler tool. (You can rotate it by placing two fingers on it and turning your hand.)

Scribble  (next to the pen) transforms your handwriting to typed text as you write with Apple Pencil. To learn more about writing on boards with Apple Pencil, see [Enter text with Scribble](#).

Note: By default, Apple Pencil works as a drawing and writing tool in Freeform. You can [change this setting](#) if you also want to use Apple Pencil to select and scroll.

Select and edit parts of a drawing

When you draw in the Freeform app , your strokes are grouped. If you want to break a drawing apart, you can separate your strokes and merge them. You can also delete, resize, or straighten parts of a drawing.

1. After you draw or write on your Freeform board with the drawing tools, tap  (between the Eraser and Ruler) in the drawing tools.
2. Tap or circle the part of the drawing you want to select, then choose an option.

Tip: Choose Snap to Shape to smooth or straighten hand-drawn lines.

You can also tap to select an entire drawing or other item when you're not using the drawing tools. Tap an item to select it, tap  in the formatting tools, then tap Cut, Copy, or Duplicate.

Work with handwritten text

When you write by hand in the Freeform app , your handwriting is recognized as words. You can search text you handwrite in the same way you search typed text. You can also select it, copy and paste it as text, straighten it, or translate it. When you write something like a phone number or an address, you can tap it to open related apps like Phone or Maps.

1. After you draw or write on your Freeform board with the drawing tools, tap/ (between the Eraser and Ruler) in the drawing tools.
2. Tap or circle the words you want to select, then choose an option from the menu that appears. (Tap> to see other options.)

Tip: Choose Straighten to align the baseline of your letters with the grid, or choose Copy as Text to add the text to your clipboard—as if you'd typed it.

3. Do any of the following:

- *Open a menu or another related app:* Tap a handwritten link, address, phone number, or date.
- *Drag and drop:* Touch and hold the text.
- *Smart select:* Double-tap the text.
- *Edit the text in your own handwriting:* Move the cursor to a point in your handwritten text, and type. Your words appear in a style of writing that looks like your own.

Solve handwritten math problems on a Freeform board on iPad

You can solve handwritten math problems on a Freeform board.

Note: To see results for handwritten math problems, you must be using iOS 18, iPadOS 18, or later.



1. Go to the Freeform app on your iPad.
2. Open a board, or tap to start a new one.
3. Tap , tap Math Results, then choose how you want your iPad to respond to the math problems you enter:
 - *If you want it to solve them:* Choose Insert Results. (The answer appears in writing that matches your own.)
 - *If you want suggestions to appear:* Choose Suggest Results. (A Solve button appears that, when tapped, adds the answer in writing that matches your own.)
4. Tap , then start writing a math equation.
5. Write an equal sign or draw a horizontal line below a stack of numbers, then do one of the following:
 - *In Insert Results mode:* Tap the answer to open the equation. You can tap to delete the answer. Tap to show the hint again, or draw the equal sign again.
 - *In Suggest Results mode:* Tap Solve to add the answer in writing that matches your own.

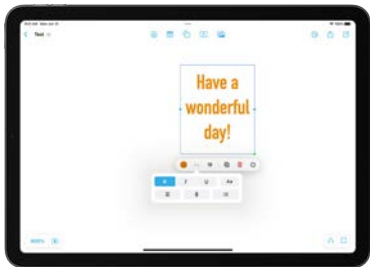
You can decide which mode you want, or turn off math hints. See [Get math hints](#).

You can also type equations to be solved in any [text in sticky notes, shapes, and text boxes](#) and in the [Notes](#) app.

You can also use variables, edit equations, and update results as you can in the Calculator app. See [Solve math with Math Notes](#).

Add text in sticky notes, shapes, and text boxes on a Freeform board on iPad

You can add text to a Freeform board using a sticky note or text box, or you can add text within a shape.



1. Go to the Freeform app on your iPad.
2. Open a board, or tap to start a new one.
3. Tap , , or .
4. Double-tap the sticky note, shape, or text box, then enter text. (If you have a keyboard connected, you can start typing as soon as the item appears.)
5. To change the font, alignment, and more, double-tap to show the object's formatting tools, then tapAa.

Add shapes, lines, and arrows to a Freeform board on iPad

You can add shapes, lines, and arrows to a Freeform board.

Add and format shapes, lines, and arrows

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Tap , and tap a shape, line, or arrow to add it to the board.
4. Tap to select the shape or line and show its formatting tools, then do any of the following:
 - *Change the fill color:* Tap .
 - *Change the line style:* Tap , then choose the stroke color and weight you want for a shape or line.
Tap  to turn lines into arrows or to add other styles of endings.
If you've selected a connection line, tap  to change its style to straight, corner, or curved.
 - *Change the type of shape:* Tap , tap Change Shape, then choose another shape.

You can also add shapes and lines to your board by drawing them and then smoothing or straightening the strokes. See [Draw or handwrite on a Freeform board](#).

Note: The color of a button may change to reflect its current state.

Split or combine shapes

When you add multipart shapes to a Freeform board, you can divide them into their parts and then edit each part individually. For example, you can divide the map of the United States (in the Places category) and change the color of each state. You can also subtract shapes from other shapes, remove the overlapping area between two shapes, or create a new shape by combining one shape with another.

After you've added shapes to your Freeform board, do one of the following:

- *Split a multipart shape apart:* Tap , then tap Break Apart.
- *Combine shapes:* [Select multiple items](#), tap , then below Combine Shapes tap an option to unite, intersect, subtract, or exclude.

Change size, width, or length

After you add a shape or line to a Freeform board, you can change its dimensions or change how lines connect.

Tap to select a shape or line, then drag a dot.

- *Shapes:* Drag a blue dot to change the size or proportions of the shape. Drag any green dot to change aspects particular to that shape, such as its number of sides.
- *Connection lines:* Drag a blue dot to change an endpoint. Drag the green dot to adjust the curve. If it's part of a diagram, see [Add diagrams](#).



Add diagrams to a Freeform board on iPad

You can add diagrams to a Freeform board.

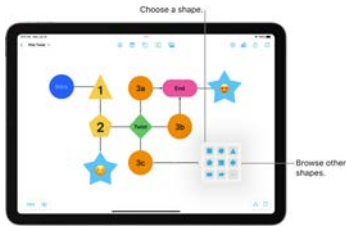
Create a diagram

You can easily create a connected diagram, such as a flowchart, by using connectors and the shape picker in Freeform.

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Do one of the following:
 - *In full-screen view:* Tap the  in the lower-right corner.
 - *In Split View:* Tap  in the toolbar, then tap Show Connectors.



4. Begin your diagram by tapping , , , or  and adding an item.
5. Drag a connector arrow to where you want the next part of your diagram. When you let go, a small menu of shapes opens. Tap to select the next shape you want to add.
(Tap  to browse other shapes.)



You don't see connector arrows when you select a line or multiple items.

Tip: You can quickly add equally spaced, aligned shapes with connectors. Tap to select a shape, then touch and hold a connector arrow. As you hold, a preview of the shape and line appears. When you let go, the shape and line are added to the board.

Connect two items with a line

After you add two items to a Freeform board, you can add a line between them.

1. Select two items on your board.
2. Do one of the following:
 - Tap , then tap Add Connection Line.
 - Tap , then tap .

Change connection points

After you add a connection line to diagram on a Freeform board, you can change how it connects.

1. Tap to select a connection line, then drag one of its endpoints (the blue dots).
2. Attach the endpoint to another item on the board at a new connection point.

You can attach a line to an item or (for some object types) near it. A filled circle appears when a connection is possible.

Add photos, videos, stickers, scans, links, and other files to a Freeform board on iPad

You can add any photo or video to a Freeform board, or take a new one with your iPad camera. You can also add any kind of file to your board by scanning, linking, or inserting it.



Add a photo, video, sticker, link, or other file

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Do one of the following:
 - Copy the item to your Clipboard, tap an empty space, then, when a menu appears, tap Paste.
 - Tap , then choose, for example, Stickers.
 - While using [Split View](#) or [Slide Over](#), touch and hold a photo or video, then drag it to your Freeform board.
 - Copy the item to your Clipboard, tap an empty space on your Freeform board, then, when a menu appears, tap Paste.

Note: You can insert files saved on your iPad or in iCloud Drive. For most file types, Freeform makes a copy of the inserted file. When you add a link to a collaborative [Keynote presentation](#), [Numbers spreadsheet](#), or [Pages document](#), participants in your Freeform board can tap the card to move to the shared file in iCloud. (If you want others to be able to collaborate on the file, you must save it in iCloud.)

Double-tap any media item—photo, video, scan, or other file—to preview it.

Scan and add a document

You can scan a paper document and add it to your board as a PDF without leaving Freeform.

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.

3. Tap , then tap Scan.
4. Position the document so that it appears on the screen, then tap  or press a volume button.
5. Drag the corners to select the area you want in the scanned document, then tap Keep Scan.
6. Scan additional pages, then tap Save when you're done.

A card with an image of the first page of your scan appears on your board.

Tip: To save your scan to iCloud Drive or on your iPad, select the card, tap , tap , then tap Save to Files.

Format a photo or video

After you add photos or videos to a Freeform board, you can crop them, mask them, or change their formatting. Do any of the following:

- *Crop or mask the photo:* Tap .
- *Remove the photo's background:* Tap , then tap Remove Background. If the background of the photo can't be made transparent, Remove Background isn't available.
Tip: You can also paste an image without a background. See [Lift a subject from the photo background](#).
- *Add a shadow, round the corners, add a description, and more:* Tap , then choose an option.
- *Replace the photo or video:* Select the photo or video, tap  or , tap Replace, then select a replacement.
- *Preview the photo or video:* Tap , or double-tap the photo or video.
To preview a movie in full screen, double-tap it.

Put an image inside a shape

You can use a shape as a mask or frame for an image. For example, you can put your photo inside a circle.

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. [Add a photo](#) or other image to the board.
4. Tap , then choose a shape.
5. Position the shape over the image, then select both it and the image. (See [Select, align, and group multiple items on a board](#))
6. Tap , then tap Mask with Shape.

Or drag an image onto a shape to use it as a frame.

To remove it from the shape, select the masked image, tap , then tap Reset Mask.

Tip: To add a photo, video, file, or link to a Freeform board from supported apps (such as Notes, Photos, Safari, and more), select it and tap  in the other app, tap the Freeform app icon, then tap New Board or the name of an existing board.

Apply consistent styles and formatting in Freeform on iPad

When you want the text in your sticky notes, shapes, or text boxes to have a consistent look in Freeform—for example, font, size, and color—you can copy the style from one item and paste it in another. You can also save styles.

1. Go to the Freeform app  on your iPad.
2. Tap an item on a board and make any adjustments to the formatting—so it has the style you want to copy.
3. When you have an item that's formatted in a style you like, tap it to show its formatting tools.
4. Tap , tap Style, then tap Copy Style.
5. Tap to select and show the formatting tools for an item whose style you want to change.
6. Tap , tap Style, then tap Paste Style.

Depending on the item you're pasting a style into, fonts, line weight, or color are matched.

For linked or placed files, pasted styles update corners and shadows.

Tip: If you like the style of an item, you can save its style. Then, every time you add another item like that to your board, it uses that saved style. Tap , tap Style, then choose Save as Insert Style.

Position items on a Freeform board on iPad

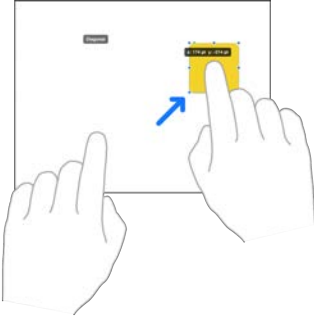
You can move, rotate, or resize items on your Freeform board. You can align, distribute, or group them, and move them to the background or foreground. You can turn on a grid or guides to help you position items, and lock items when you want to prevent any further changes.

Move, rotate, or resize an item

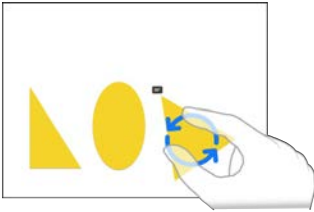
1. Go to the Freeform app  on your iPad.

2. Select an item you want to position by tapping it, then do any of the following:

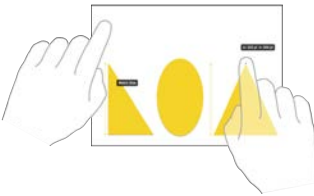
- *Reposition it:* Drag from the center of the item.
- *Move it in a straight line:* To constrain an item's movement horizontally, vertically, or diagonally, drag the item with one finger while you use another finger to touch and hold anywhere on the board.



- *Rotate it:* Place two fingers on the item, then turn your hand in the direction you want to rotate it.



- *Put it in the background or foreground:* Tap ☺, then tap Back or Front.
- *Resize it:* Drag a blue dot.
In text boxes, drag a green dot to resize both the box and the text within it.
- *Match its size to another item:* Start resizing, then use a second finger to touch and hold the item whose size you want to match. When the words Match Size appear, lift both your fingers at the same time.



Select, align, and group multiple items on a board

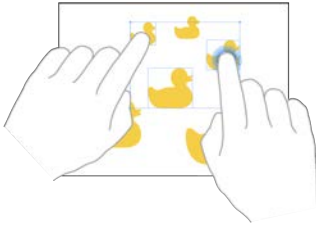
After you add items to a Freeform board, you can select and align multiple items relative to one another. You can also group several items to more easily move, rotate, or resize them as a single unit.



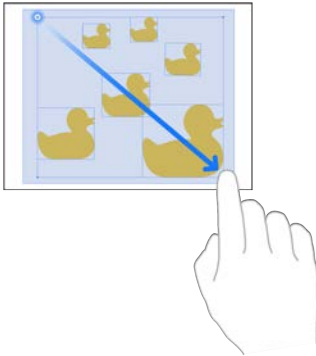
1. Go to the Freeform app on your iPad.

2. [Open a board](#), then select multiple items by doing one of the following:

- Touch and hold an item on your board, then, with another finger, tap other items.



- Touch and hold the canvas, then drag the box that appears around the items you want to select.



- Tap an empty space on the canvas, then tap **Select Objects**. Tap each item you want to select. Tap the item again if you want to deselect it.

3. Move, rotate, or resize the selected items, or tap , then tap an alignment option or **Group**.

Some items—such as 3D objects—can't be grouped.

Select items and scroll with Apple Pencil

By default, Apple Pencil works as a drawing and writing tool in Freeform. You can change this setting if you also want to be able to use Apple Pencil to select items and scroll.

1. Go to Settings  > Apps > Freeform.
2. Below Apple Pencil, turn on **Select and Scroll** (green is on).

After you change this setting, tap  in the toolbar to draw. Tap the button again to use Pencil to select and scroll.

Lock an item on a board

After you add an item to a Freeform board, you can lock it so you don't inadvertently move, modify, or delete it. For example, you might lock one or more text boxes to serve as headings. (This could help set off areas on a board where participants can share items.)

1. Go to the Freeform app  on your iPad.
2. Tap a drawing, shape, text box, or other item on your board.
3. Tap , then tap **Lock**.

Tip: When you want to define a workspace for your participants (rather than having a wide open canvas), try adding a [large rectangle shape](#). Select the shape, tap , tap **Back**, then lock it.

Navigate and present scenes in your Freeform boards on iPad

You can save scenes—saved views of your board—to organize your boards into sections, then quickly navigate and present those parts of your board to others. Scenes let you identify and label content so you can present your board, section by section, and rearrange the order in which you present your board. You can also use scenes to identify the parts of your board you want to print or export as a PDF.



Save scenes

1. Go to the Freeform app  on your iPad.
2. [Open a board](#) with content.

3. Zoom and scroll until you frame the part of your board you want on the screen for your first scene.
4. Tap .
- The Scene Navigator opens at the bottom-left of your board.
5. Tap , then tap Add Scene.
6. Repeat these steps until you capture all the scenes you want: Frame your next scene, tap , then tap Add Scene.

Tip: Don't worry about saving scenes in order. You can edit their sequence after you capture them.

Navigate scenes

1. Go to the Freeform app  on your iPad.
2. [Open a board](#) with saved scenes.
3. Tap , then do any of the following:
 - Tap , then tap the scene you want to go to.
 - Tap  and  to move between scenes.

Note: What you (and others) see may depend on what device is being used to view the board and how it is positioned. For example, for iPhone and iPad, portrait or landscape mode may affect how the scene is framed.

Edit scenes

1. Go to the Freeform app  on your iPad.
2. [Open a board](#) with saved scenes.
3. Tap , then tap .
4. Tap Edit, then do any of the following:
 - *Change the name of a scene:* Enter a new name, then tap Done.
 - *Reframe a scene:* Touch and hold the scene's name, then tap Replace Scene.
 - *Rearrange the view order:* Tap Edit, tap , then drag the scene up or down.
 - *Delete a scene:* Tap , then tap Delete.
5. Tap Done.

Print or export all scenes

1. Go to the Freeform app  on your iPad.
2. [Open a board](#) with saved scenes.
3. Tap , then do one of the following:
 - Tap Print, tap Scenes, then tap Print.
 - Tap Export as PDF, tap Scenes, then choose how you want to share it or tap Save to Files.

Tip: Printed and exported scenes default to the size of the device you're on. To print as the scenes were originally framed, tap Freeform Options, then select Capturing Device.

Print or export one scene

1. Go to the Freeform app  on your iPad.
2. [Open a board](#) with saved scenes.
3. Tap , then tap .
4. Touch and hold a scene name, then do one of the following:
 - Tap Print Scene, then tap Print.
 - Tap Export Scene as PDF, tap Export, then choose how you want to share it, or tap Save to Files.

Tip: If you're already in the Scene Navigator, you can tap  next to any scene you want to print or export.

All collaborators can access any scenes saved in a board.

Send a copy or PDF of a Freeform board on iPad

You can send a link to a copy of a Freeform board, so others can download the copy and add it to their boards—if you are [signed in to your Apple Account](#). You can also export your Freeform board as a PDF to send a copy of it to others.

Send a copy of a board

Send a copy of your board to anyone with just a link. They can take the copy of the board and make it their own. You must be online and signed in to iCloud to send a copy of the board.

1. Go to the Freeform app  on your iPad.
2. Do one of the following:
 - *While browsing All Boards:* Touch and hold the board you want to share, then tap Share.
 - *From inside a board:* Tap .
3. Tap the pop-up menu under the board name, choose Send Copy, then tap one of the following:
 - *Copy iCloud Link:* The link is copied to your clipboard. You can then paste it anywhere you like.
 - *Any contact or app icon:* Follow the onscreen instructions.

You can send this link to as many recipients as you like. Anyone with the link can download the copy within 30 days. When browsing for the board, recipients can find it in All Boards, not the Shared section. (Shared is only for boards you're collaborating on.)

If you'd like to share your board collaboratively—so you can all see one another's updates— see [Share Freeform boards and collaborate](#).

Each new link sends a copy of the board at the time you created the link. When you send someone a copy, the link opens a new board. Changes on your board don't appear on their board, and anything others change doesn't affect yours.

Note: Sending a copy doesn't change who has access to the original board. See [Manage sharing settings](#) to change access to a board.

Send a PDF of a board

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. In the board you want to send, tap , tap Export as PDF.
 - If you saved scenes in your board, choose to export one of the following:
 - *The entire board as a single page:* Tap Board.
 - *One scene per page:* Tap Scenes.
4. Choose how you want to send the board, such as in Messages or Mail, then follow the onscreen instructions.
 - People and groups you've recently communicated with appear as icons. Tap one to send the board to them.

You can also export a board as a PDF while browsing All Boards. Touch and hold the thumbnail or name of the board, tap Share, then tap Export as PDF.

Tip: To send a PNG of your board, [take a screenshot](#), then [share](#) it from the Photos app. You can also select and copy items you want to share and then paste them into other apps (Mail or Files, for example) as a PNG.

Print a Freeform board on iPad

You can print a Freeform board.

1. Go to the Freeform app  on your iPad.
2. Open the board you want to print, tap , then tap Print.
 - If you saved scenes in your board, choose to print one of the following:
 - *The entire board as a single page:* Tap Board.
 - *One scene per page:* Tap Scenes.

Share Freeform boards and collaborate on iPad

You can invite people to collaborate on a Freeform board in iCloud, and everyone will see the latest changes when they're online and [signed in to their Apple Account](#). To make sure the board is accessible to all, you can add descriptions for visual items.



Invite others to collaborate on a board

When you collaborate with others on a shared Freeform board, you can see edits as others make them. Changes are saved in iCloud, so everyone with access to the board sees the latest version whenever they open it.

Note: Boards are stored only in the iCloud account of the owner. The iCloud storage of participants isn't affected by items in a board.

1. Go to the Freeform app  on your iPad.
2. Do one of the following:
 - *While browsing All Boards:* Touch and hold the board you want to share, then tap Share.
 - *From inside a board:* Open the board you want to share (or tap  to start a new one), then tap .

3. The current sharing setting is described below the name of the board, such as “Only invited people can edit.” Tap the setting to change it. See [Manage sharing settings](#).

Note: If you want to be the only one who can invite others, select “Only invited people” and turn off “Allow others to invite” (green is on).

4. Choose how you want to share the board—such as in Messages or Mail—or tap the icon of anyone you’ve communicated with recently to share with them.

You can add people after you’ve started sharing a board. Tap , tap Manage Shared Board, then tap Share With More People. Depending on the settings of others in Messages,  may change appearance.

Note: To edit or view the board, everyone you share with must be [signed in to their Apple Account](#) with iOS 16.2, iPadOS 16.2, macOS 13.1, or later. To collaborate using Messages, you and anyone you invite must also [turn on iMessage](#).

View others in a board

You can see where others are working on your board in real time or follow along while another participant moves in a board. For example, if you’re following someone who’s presenting their design proposal on a Freeform board, you can see where they are on the board and what they see.



1. Go to the Freeform app  on your iPad.
2. Open the shared board where you want to see others at work, then tap .
3. Turn on Participant Cursors if the setting is off.
4. Do any of the following:

- *Jump to where they’re working:* Tap the name of a participant.

The color next to the participant’s name matches the color marking their place on the board.

- *Follow their board view as they work or present:* Tap  next to the name of a participant, then tap Follow Along. Or you can just tap the person’s avatar wherever they are on the board, then tap Follow.

Anything you’d selected before entering the mode is deselected. A border (with a color matching the cursor of the person you’re following) frames what they see on the board.

Both you and the presenter you’re following need to be online.



When you’re following along, you can’t select anything on the board, and the zoom level is based on the other person’s view.

To stop following along, tap Stop in the top-right corner—or just scroll, zoom, or edit.

Note: Others working with you on the board can only undo and redo their own changes while the board is open. Use  to move through the changes you made on your own iPad. To redo a change after you undo it, touch and hold , then tap Redo.

Add accessibility descriptions

You can add a description of your visual content to any item on your board. That way, people who use assistive technology such as [VoiceOver](#) can hear the visual content described aloud. (Descriptions aren’t visible on the board itself.)

1. Go to the Freeform app  on your iPad.
2. Open the board where you want to add accessibility descriptions.
3. Select the item you want to describe, tap , then tap Description.
4. Enter a description of the visual content, then tap Done.
5. To hear the description, [turn on VoiceOver](#), then tap the item.

Stop sharing or collaborating

1. Go to the Freeform app  on your iPad.
2. Open the board you want to stop sharing or collaborating on.

3. Tap , then tap Manage Shared Board.

4. Do any of the following:

- *Remove people:* Tap the name of the participant you want to remove, then tap Remove Access.
- *Remove yourself from someone else's board:* Tap your name, then tap Remove Me.
- *Stop sharing with everyone:* Tap Stop Sharing, then tap Stop Sharing.

When you choose this option, the board no longer appears on the devices of the other participants, even though you still have access to it.

You can change access and permissions for individuals or for everyone after you've started sharing a board. See [Manage sharing settings](#).

To use the collaboration features fully, all participants must be online, [signed in to their Apple Account](#), have Freeform turned on in iCloud (see [Set up iCloud for Freeform on all your devices](#) in the iCloud User Guide), and have [set up two-factor authentication](#).

Search your Freeform boards on iPad

You can search all your Freeform boards for text in handwritten text, sticky notes, text boxes, shapes, and filenames.

1. Go to the Freeform app  on your iPad.

2. Do any of the following:

- *Search within a board:* Tap the board's name or  (near the top-left corner), then tap Find.

If you're in [Split View](#), tap , then tap Find.

- *Search all boards:* Tap the search bar in the top-right corner of the All Boards screen. Any board that contains the text appears in the search results.

(If you're in a board, tap  to access Search in All Boards.)

Delete and recover your Freeform boards on iPad

You can remove Freeform boards you no longer need. You can also recover deleted boards you want to keep.

Delete a board

1. Go to the Freeform app  on your iPad.

2. While browsing All Boards, tap Select in the top-right corner, then tap the boards you want to delete. (A checkmark appears as you select each one.)

(If you're in a board, tap  to browse All Boards.)

3. Tap Delete at the bottom-right corner of the screen.

You can also touch and hold the thumbnail or name of the board, then tap Delete.

If you're the *owner* of a board and you delete it, it no longer appears on anyone's devices.

If you're a *participant* in a shared board and you delete it, it no longer appears on your devices, but others can still access it.

Recover a recently deleted board

If you change your mind about deleting a board, you can recover it.

1. Go to the Freeform app  on your iPad.

2. While browsing All Boards, tap Recently Deleted in the sidebar.

If you're in [Split View](#), tap , then tap Recently Deleted.

3. Do one of the following:

- *Recover a board:* Touch and hold the thumbnail or name of the recently deleted board, then tap Recover.
- *Recover several boards:* Tap Select in the top-right corner, then tap the boards you want to recover. (A checkmark appears as you select each one.) Tap Recover at the bottom of the screen.

Deleted boards remain in Recently Deleted for 30 days.

If you were the *owner* of a [shared](#) board that you deleted, it no longer appears on anyone's device, and you have to reshare it after recovering it.

If you delete a board you don't own, you may be able to access it again with the invitation link.

Permanently remove a recently deleted board

After deleting a board, you can permanently remove it.

1. Go to the Freeform app  on your iPad.

2. While browsing Recently Deleted, touch and hold the board, tap Delete, then tap Delete.

Change your Freeform settings on iPad

You can customize the settings for the Freeform app.

Turn the background dot grid on or off

You can show a grid of gray dots on your board, which allows you to see more easily whether items line up.

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Do one of the following:
 - *In full-screen view:* Tap  in the lower-right corner.
 - *In Split View:* Tap  in the toolbar, then tap Hide Grid or Show Grid.

Align items to the background grid

You can make edges and points align to the nearest dot on the grid as you resize or move an item.

1. Go to Settings  > Apps > Freeform.
2. Turn on Snap to Grid.

You can also access these settings when you're working in a board. Tap , tap Alignment Settings, then tap Snap to Grid.

Turn alignment guides on or off

You can use alignment guides to help you place items more precisely. When guides are on, they appear as you drag an item on a board and it aligns with another item.

1. Go to Settings  > Apps > Freeform.
2. Tap on or off any of the following:
 - *Center Guides:* These appear when the midpoints of items align.
 - *Edge Guides:* These appear when the edges of items align.
 - *Spacing Guides:* These appear when three or more items are equally spaced in a line.

You can also access these settings when you're working in a board. Tap , tap Alignment Settings, then turn on the guides you want to use. Or turn them off if you don't want them appearing as you move items near one another on the board.

Get math hints

You can choose how you want your iPad to respond to the math problems you enter.

1. Go to Settings  > Apps > Freeform.
2. Tap Math Results, then select one of the following:
 - *If you want problems to be solved automatically:* Choose Insert Results. (The answer appears in writing that matches your own.)
 - *If you want suggestions to appear:* Choose Suggest Results. (A Solve button appears that, when tapped, adds the answer in writing that matches your own.)
 - *If you don't want to see math results:* Choose Off.

You can also access these settings when you're working in a board. Tap , then tap Math Results.

Manage sharing settings

You can change access and permissions for individuals or for everyone after you've started sharing a board.

1. Go to the Freeform app  on your iPad.
2. Open the board whose sharing settings you want to change.
3. Tap .

A list of participants appears, showing who is working in the board.

4. Tap Manage Shared Board, then do any of the following:
 - *Lock the board for edits:* Tap Share Options, then tap "View only."
Note: If you don't want participants to be able to invite others, select "Only people you invite" and "Only you can add people."
 - *Give editing access:* Tap Share Options, then tap "Can make changes."
 - *Change access and permissions individually:* Tap a participant's name, then adjust their settings.
 - *Invite others with a link:* Tap Share Options, tap "Anyone with the link," tap , then tap Copy Link.
Note: Anyone can copy the link to send to others, but if you select "Only people you invite," then only those invited to open the board can use the link. If you don't want participants to be able to invite others, select "Only people you invite" and "Only you can add people."

Tip: You can also manage any board you've previously shared while browsing All Boards. Touch and hold its thumbnail or name, then tap Manage Shared Board.

Store your Freeform boards in iCloud

1. Go to Settings  > [your name] > iCloud.
2. Tap See All, then turn on Freeform.

To back up without using iCloud, see the Apple Support article [About encrypted backups on your iPhone, iPad, or iPod touch](#).

Sort your boards

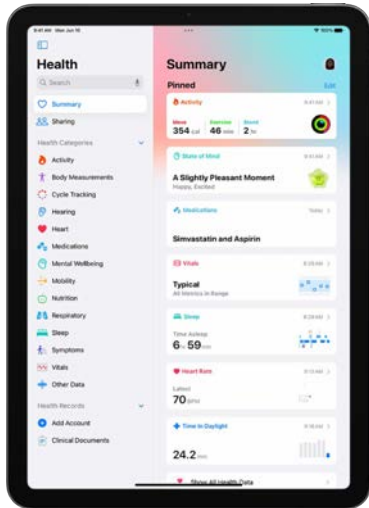
1. Go to the Freeform app  on your iPad.
2. Tap  or  to switch between grid and list view.
3. Tap  or , then do any of the following:
 - *View more boards at the same time (with smaller thumbnails):* Tap List.
 - *List boards alphabetically (instead of by most recently updated):* Tap Sort by Name.
 - *Categorize boards by how long ago they were last opened:* When viewing All Boards, tap Sort by Date, then tap Use Groups.
 - *Categorize boards by board owner:* When viewing Shared boards, tap Use Groups.

Health

Get started with Health on iPad

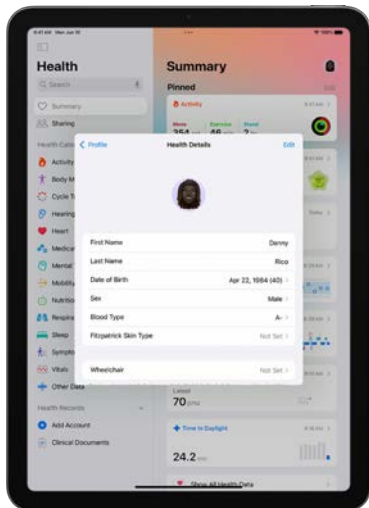
The Health app on iPad stores health data from a number of different sources: your iPhone, iPad, Apple Watch, and compatible apps and third-party devices. You can schedule when to take your medications, check your headphone levels, track your menstrual cycle, and much more.

Find your health data in one place



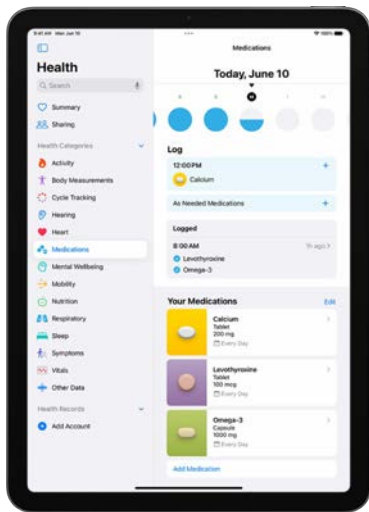
iPad automatically stores and analyzes valuable health details, including health records from your medical providers, headphone audio levels, and more. You can also manually add information about medications you're taking, your menstrual cycle, and more. To display all of your health data, open the Health app and scroll down to see highlights.

Fill out your health details



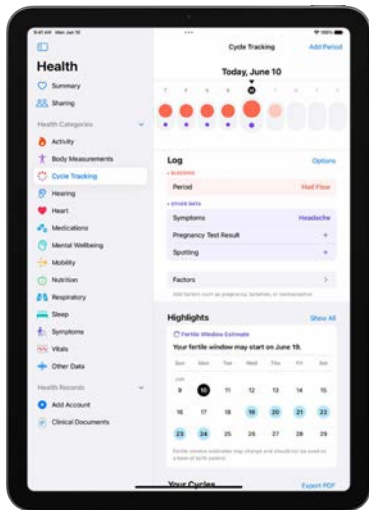
To personalize your experience, add your name, date of birth, sex, and other basic information to Health Details. To edit your health details, tap Profile next to your picture or initials at the top left, tap Health Details, then tap Edit.

Schedule your medications



Create a list of the medications you're taking, schedule when to take them, and log when you do. To add a new medication, tap , tap Medications, then tap Add a Medication.

Track your menstrual cycle



With Cycle Tracking, you can log your period, record symptoms like cramps, and track cycle factors like lactation. You can also use it to help predict when your next period or fertile window will begin. To set up Cycle Tracking, tap , tap Cycle Tracking, then tap Set Up Cycle Tracking.

Want to learn more?

- [View health records](#)
- [Log menstrual cycle information](#)
- [Log your state of mind](#)
- [Share your health data](#)
- [Back up your Health data](#)

Fill out your Health Details in Health on iPad

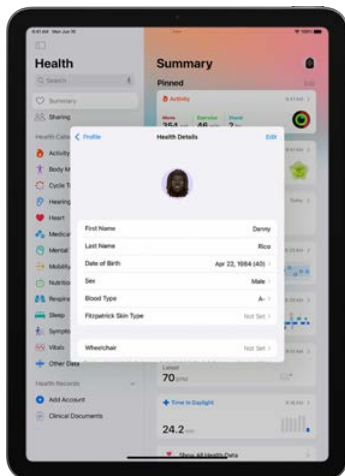
To personalize your experience, add your name, date of birth, sex, and other basic information to Health Details.

Fill out the Health Details screen

When you first open Health, you're asked to provide basic health information about yourself. If you don't supply all of the requested information, you can add it later on the Health Details screen.

1. Go to the Health app  on your iPad.
2. Tap Profile next to your picture or initials at the top left.

3. Tap Health Details, then tap Edit.



4. To make a change, tap a field.

5. When you're finished, tap Done.

View and share health data

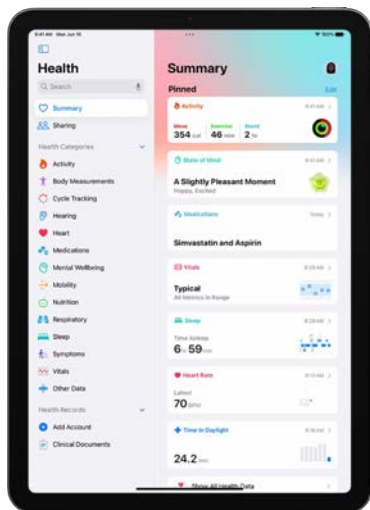
Intro to Health data on iPad

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The Health app securely stores your health information from iPhone, iPad, and Apple Watch, as well as from compatible third-party apps and connected devices. You can also manually enter data for body measurements, symptoms, menstrual cycle information, and more.

On [supported models](#), say something like: "What's my heart rate?" or "How far have I walked today?" Not available in all languages or regions. [Learn how to use Siri](#).



Health data from iPad

iPad automatically stores and analyzes valuable health data, including the following:

- **Headphone audio levels:** Audio level measurements from connected AirPods, EarPods, or other compatible headphones are automatically stored in Health. You can [review](#) this data in the Hearing category to help you understand your headphone listening habits.
- **Sleep history:** If you [set up a sleep schedule in Health on iPhone](#), iPhone estimates the periods you're lying in bed with the intention to sleep. You can [review this data](#) in the Sleep category on iPad to help you meet your sleep goals.
- **Health records from your healthcare providers:** You can [set up automatic downloads](#) of health records of your allergies, medical conditions, medications, and more from supported healthcare organizations (not available in all countries or regions). You can [browse these records](#) in Health.

Health data from other apps and devices

As you set up health and fitness apps that you download from the App Store, follow their onscreen instructions to allow them to share data with Health.

To store data from devices like blood pressure monitors and weight scales, follow their setup instructions. Bluetooth® devices [need to be paired](#) with iPad.

Note: You can [change health data permissions](#) for apps and devices at any time.

Data that you add manually

You can manually enter data about your menstrual cycles, medications, body measurements, and more.

- *Add information about your menstrual cycles:* By logging menstrual cycle information, you can get period and fertile window predictions. See [Log menstrual cycle information in Health](#).
- *Add your medications, vitamins, and supplements:* By adding these items, you can get reminders to take them and learn more about them. See [Track your medications in Health](#).
- *Add information to other Health categories:* Tap , tap a category, tap  for the data you want to update, then tap Add Data at the top right.

Important: iPhone, iPad, and Apple Watch aren't medical devices. See [Important safety information](#).

View your data in Health on iPad

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You can view your health and fitness information in one place. For example, you can check whether your metrics change over time, and see how well you're meeting goals for activity, sleep, mindfulness, and more.

Customize your pinned health categories on the Summary screen

You can pin and arrange the health categories that are most important to you, like Medications, Heart Rate, Steps, and more.

1. Go to the Health app  on your iPad.
2. Tap , then tap Summary.
3. Tap Edit next to Pinned, then do any of the following:
 - *Pin a health category:* Tap  next to a category.
 - *Unpin a health category:* Tap  next to a category.
 - *Reorder the health categories in your Pinned list:* Drag  next to an category up or down.
4. When you're finished, tap Done.

View your highlights

1. Open the Health app  on your iPad.
2. Tap , tap Summary, then scroll down to Highlights to see highlights of your recent health and fitness data..
3. Do the following:
 - *View more data about a highlight:* Tap its graph.
 - *View more highlights:* Tap Show All Highlights.

View your health trends

To help you keep track of your health data over time, Health can alert you to significant changes in types of data like resting heart rate, number of steps, and amount of sleep. Trend lines show you how much these metrics have changed and for how long.

1. Open the Health app  on your iPad.
2. Scroll down to Trends to view any recent trends.
3. If Health has detected trends, you can do the following:
 - *View more data about a trend:* Tap its graph.
 - *View more trends:* Tap Show All Health Trends.

To [receive notifications](#) about your health trends, tap Profile next to your picture or initials at the top left, tap Notifications, then turn on Trends.

View trends, highlights, and details for a specific health category

1. Go to the Health app  on your iPad.
2. Tap  to display the Health Categories list, then do one of the following:
 - Tap a category. (To see all categories, scroll up and down.)
 - Tap the search field, then type the name of a category (such as Mobility) or a specific type of data (such as Walking Speed).

Depending on the data type, you may be able to do the following:

- *View details about any of the data:* Tap .
- *See weekly, monthly, and yearly views of the data:* Tap the tabs at the top of the screen.
- *Manually enter data:* Tap Add Data in the top-right corner of the screen.
- *Add a data type to Favorites on the Summary screen:* Tap Add to Favorites. (You may need to scroll down.)
- *View which apps and devices are allowed to share the data:* Below Options, tap Data Sources & Access. (You may need to scroll down.)
- *Delete data:* Tap Show All Data below Options, swipe left on a data record, then tap Delete. To delete all data, tap Edit, then tap Delete All.

- *Change the measurement unit:* Tap Unit below Options, then select a unit.

Learn more about health and fitness

1. Go to the Health app  on your iPad.
2. Scroll down to Get More From Health or Articles, then tap an item to learn more.

When you view the details in many health categories, recommended apps are shown in addition to your data.

Share your data in Health on iPad

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You can share health data stored in the Health app—such as health alerts and trends—with friends, family, and others caring for you.

Share health data with a loved one

People you share health data with can also view the health notifications you receive, including high heart rate and irregular rhythm notifications. You can also share notifications for significant trends, such as a steep decline in activity.

Note: To share health data with someone, you need to [include them in your contacts](#).

1. Go to the Health app  on your iPad.
2. Tap , then tap Sharing.
3. Do one of the following:
 - *Set up sharing for the first time:* Tap Share with Someone.
 - *Share with an additional contact:* Tap “Add another person,” then tap Next.
4. Use the search field to find someone in your contacts list, then tap their contact information to select them.
5. Tap See Suggested Topics or Set Up Manually, then choose topics to share.
6. Scroll down to see all topics on a screen, then tap Next to see the next screen.
7. Tap Share, then tap Done.

You [receive a notification](#) when your invitation is accepted.

Share health data with your doctor

You can share health data (such as heart rate, exercise minutes, hours of sleep, lab results, and heart health notifications) with your doctors. Doctors view the data in a dashboard in their health records systems (U.S. only; on systems that support Health app data Share with Provider).

1. Go to the Health app  on your iPad.
2. Tap , then tap Sharing.
3. Do one of the following:
 - *Set up sharing for the first time:* Tap “Share with your doctor.”
 - *Share with an additional provider:* Tap “Share with another doctor.”
4. Tap Next, then select one of the suggested providers, or use Search to find your provider.
5. If Connect to Account appears, tap it, enter the user name and password you use for the patient web portal for that account, then follow the onscreen instructions.

In addition to sharing your health data, connecting to your account also causes your health records for that account to [download to Health](#).
6. Choose topics to share with your doctor.
7. Scroll down to see all topics on a screen, then tap Next to see the next screen.
8. Tap Share, then tap Done.

Review or change the data you’re sharing with others

1. Go to the Health app  on your iPad.
2. Tap , then tap Sharing.
3. Tap the name of a person or a healthcare provider.
4. Scroll down, then tap View Shared Data.
5. Make any changes, then tap Done.

Stop sharing data with a contact or a provider

1. Go to the Health app  on your iPad.
2. Tap , then tap Sharing.
3. Tap the name of a person or a healthcare provider.

4. Tap Stop Sharing or Remove Account.

Note: If you start sharing data with someone, simply removing them from Contacts doesn't stop the information from being shared.

Share health and fitness data with apps and devices

You can give other apps permission to share health and fitness data with Health. For example, if you install a workout app, its exercise data can appear in Health. The workout app can also read and make use of data (such as your heart rate and weight) shared by other devices and apps. If you didn't give an app permission to share data with Health when you set up the app, you can give permission later. You can also remove permission from an app.

To share your records from healthcare providers with apps, see [Share your health records with other apps](#).

1. Go to the Health app  on your iPad.
2. Tap Profile next to your picture or initials at the top left.
If you don't see your picture or initials, tap  tap Summary, then tap your picture or initials in the top right.
3. Below Privacy, tap Apps and Services or Devices.
The screen lists the items that requested access to Health data.
4. To change the access for an item, tap it, then turn on or off permission to write data to—or read data from—Health.

Share your health and fitness data in XML format

You can export all of your health and fitness data from Health in XML format, which is a common format for sharing data between apps.

1. Go to the Health app  on your iPad.
2. Tap Profile next to your picture or initials at the top left.
If you don't see your picture or initials, tap  tap Summary, then tap your picture or initials in the top right.
3. Tap Export All Health Data, then choose a method for sharing your data.

View data shared by others in Health on iPad

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You can [receive notifications](#) about a loved one's health, and you can view data about their activity, mobility, heart rate, and health trends in the Health app.

Accept an invitation to view another person's health data

1. After the invitation arrives, do one of the following:
 - Tap the invitation, such as on the Lock Screen or in Notification Center.
 - In Health, tap  tap Sharing, then tap View in the invitation at the top of the screen.
2. Tap Accept, then tap Done.

View shared data and quickly respond to it

1. Go to the Health app  on your iPad.
2. Tap , then tap Sharing.
3. Tap the contact card listed below Sharing With You.
4. You can do any of the following:
 - *Quickly respond:* Tap Message, Call, or FaceTime.
 - *See more detail:* Tap an item on the screen.
If the detail includes chart data, you can start a conversation about it by tapping Message. The chart is included in your message.

Ask another person to share their health data with you

You can ask someone to share their health data with you if they have an iPhone with iOS 15.6 or later or iPad with iPadOS 17 or later. They control what data they share and when to stop sharing.

1. Go to the Health app  on your iPad.
2. Tap , then tap Sharing.
3. Tap Ask Someone to Share, then choose an option.
4. Let your invitee know that you need to be [included in their contacts](#) to share with you, and that if they need assistance, sharing instructions are available in [Share health data with a loved one](#).

Get health records from your providers

Download health records on iPad

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The Health app offers secure access to information about your vaccinations, allergies, conditions, medications, and more (not available in all countries or regions).

Note: When iPad is locked with Face ID, Touch ID, or a passcode, all of the health data in the Health app is encrypted.

Set up automatic health record downloads from your healthcare provider

Supporting healthcare organizations can securely and automatically download records of your allergies, medical conditions, medications, labs, vaccinations, and more to Health.

1. Go to the Health app  on your iPad.
2. Tap Profile next to your picture or initials at the top left.
If you don't see your picture or initials, tap  tap Summary, then tap your picture or initials in the top right.
3. Tap Health Records, then do one of the following:
 - *Set up your first download:* Tap Get Started.
 - *Set up downloads for additional accounts:* Tap Add Account.

A list of nearby organizations appears. If your organization doesn't appear in the list, enter the name of a clinic, hospital, or other place where you obtain health records. Or enter the name of a city, state, or province to find organizations near there.

4. Tap the name of your organization.
5. Tap Connect Account (below Available to Connect) to go to the sign-in screen for your patient portal.
6. Enter the user name and password you use for the patient web portal of that organization, then follow the onscreen instructions.

After you set up downloads from an organization, you automatically receive new records in Health as they become available.

Note: Your healthcare organization might not appear in this feature. Organizations are added frequently.

View health records in Health on iPad

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After you [set up health record downloads](#) from a healthcare provider, your records are securely and automatically downloaded to iPad, where they're available for viewing in the Health app.

View your health records

1. Go to the Health app  on your iPad.
2. Tap  to display the Health Categories list, then do one of the following:
 - Tap the search field, then enter the name of a health record category (such as clinical vitals) or a type of data (such as blood pressure).
 - Scroll down, then tap a category (such as Allergies or Clinical Vitals) below Health Records.
 - Scroll down, then tap the name of a specific organization.

To see more details, tap any section where you see >.

Note: If you don't see health records that you expect from a healthcare provider, make sure that you're signed in to your account with the provider. Tap , scroll to your list of accounts, tap the name of your provider, then sign in if asked.

Pin important lab results

You can pin results so that they appear at the top of the Lab Results screen for quick access.

1. Go to the Health app  on your iPad.
2. Tap , then tap Lab Results.
3. Touch and hold a result, then tap Pin this Lab.

Share your health records with other apps

Third-party apps can request access to your health records. Before you grant access, be sure that you trust the app with your records.

1. To grant access, choose which categories to share—such as allergies, medications, or immunizations—when asked.
2. Choose whether to grant access to your current and future health records or to only your current records.

If you choose to share only your current records, you're asked to grant access whenever new records are downloaded to your iPad.

To stop sharing health records with the app, [turn off its permission](#) to read data from Health.

Delete an organization and its records from iPad

1. Go to the Health app  on your iPad.

2. Tap Profile next to your picture or initials at the top left.

If you don't see your picture or initials, tap  tap Summary, then tap your picture or initials in the top right.

3. Tap the name of an organization, then tap Remove Account.

Track your menstrual cycle

Log menstrual cycle information in Health on iPad

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You can log menstrual cycle information to get period and fertile window predictions.

On [supported models](#), say something like: "Log that my period started today." Not available in all languages or regions. [Learn how to use Siri.](#)

Set up cycle tracking

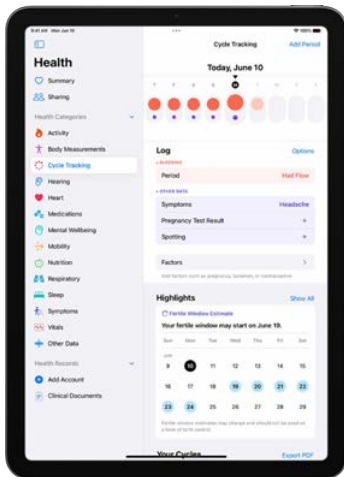
1. Go to the Health app  on your iPad.
2. Tap , then tap Cycle Tracking.
3. Tap Get Started, then follow the onscreen instructions.

To help improve predictions for your period and fertile windows, enter the requested information.

Log your cycle information

You can log the days of a period and track information like symptoms, spotting, basal body temperature, and more.

1. Go to the Health app  on your iPad.
2. Tap , then tap Cycle Tracking.
3. Do any of the following:



- **Log a period day:** Tap a day in the timeline at the top of the screen. Or tap Add Period at the top right, then select days from the monthly calendar.
- **Log the flow level for a day:** Swipe the timeline to select a day, tap Period (below Bleeding), choose an option, then tap Done.
- **Log symptoms, spotting, or other information:** Swipe the timeline to select a day, tap a category (below Other Data), supply the information, then tap Done.

To add categories to the data logging screen, tap Options next to Log, then choose from the categories below Log.

Note: You can use Apple Watch to help log your cycle information. See [Use Cycle Tracking on Apple Watch](#) in the Apple Watch User Guide.

Edit your log

Your logged information appears in the timeline at the top of the screen, where a solid red circle  represents a day you logged a period and a purple dot  represents a day you logged with additional information. Data for the day selected in the timeline appears in the Cycle Log (below the timeline). To change your logged information, do the following:

1. Go to the Health app  on your iPad.
2. Tap , then tap Cycle Tracking.
3. Swipe the timeline to select a day.
4. Tap a category of data (such as Menstruation or Symptoms), make your changes, then tap Done.

To unmark a period day, tap its solid red circle in the timeline.

Manage cycle factors

When you enter information about pregnancy, lactation, and contraceptive use, that information is used to help manage your cycle predictions.

1. Tap , then tap Cycle Tracking.
2. Tap Factors, then do any of the following:
 - *Add a factor:* Tap Add Factor, select a factor, tap Started if you need to change the start date, then tap Add.
 - *Change the end date for a current factor:* Tap the factor, tap Ended, select a date, then tap Done.
 - *Delete a current factor:* Tap the factor, then tap Delete Factor.

About your health data and privacy

The information you add about yourself in Health is yours to use and share. You can decide what information is stored in Health as well as who can access your data.

When your iPad is locked with Face ID, Touch ID, or a passcode, all of your health and fitness data in Health, other than your Medical ID, is encrypted. Any health data synced to iCloud is encrypted both in transit and on Apple servers. And if you have a version of iPadOS, iOS, and watchOS (if you're using iPhone and Apple Watch for cycle tracking) with default [two-factor authentication](#) and a passcode, your health and activity data is stored in a way that Apple can't read it.

This means that when you use the Cycle Tracking feature and two-factor authentication, your health data [syncs to iCloud](#) is encrypted end-to-end, and Apple doesn't have the key to decrypt the data and therefore cannot read it.

View menstrual cycle predictions and history in Health on iPad

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ipde-do-not-answer

When you [log your menstrual cycle](#), you can check the predicted date for your next period or fertile window, receive notifications about when your next period or fertile window is expected to be approaching, view details about your cycle history, and more.

View your cycle timeline

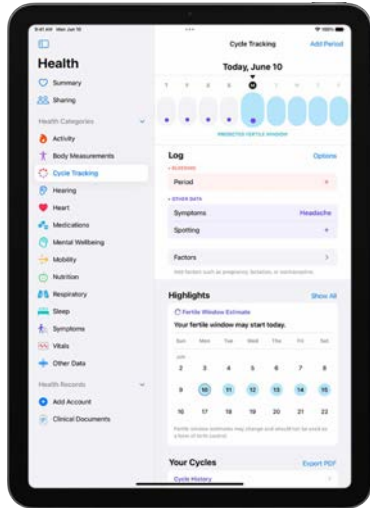
Tap , then tap Cycle Tracking.

At the top of the screen, a timeline shows the following icons.

Icon	Description
	A predicted period day.
	A predicted day of your fertile window.
	A day you likely ovulated (requires Apple Watch Series 8 or later or any Apple Watch Ultra model to be paired with your iPhone; not available in all regions).
	A day you logged a period.

Icon	Description
	A day you added information (for example, noting a headache or cramping).

To select different days, swipe the timeline.



Check the dates for your predicted next period and for your reported last period

1. Go to the Health app  on your iPad.
2. Tap , then tap Cycle Tracking.
3. Scroll to Highlights to see when your next period is likely to start.
If you don't see the estimate, tap Show All next to Highlights.
4. Scroll to Summary to see the date of your last period and your typical cycle length.

Change cycle tracking notifications, cycle prediction displays, and other options

You can turn off period, fertility, and cycle deviation notifications, hide period and fertility predictions, and more. You can turn these on again at any time.

1. Go to the Health app  on your iPad.
2. Tap , then tap Cycle Tracking.
3. Scroll down, tap Options, then turn options on or off.

View your cycle history

1. Go to the Health app  on your iPad.
2. Tap , then tap Cycle Tracking.
3. To see a summary of your last three cycles, scroll down to Cycle History.
4. To see summaries of all previous cycles, tap a cycle.
To send or a save a PDF of your cycle history, tap Export PDF, tap , then choose an option.
5. To see details about a cycle, tap it.
To change any details for the cycle, tap Edit.
To send or a save a PDF of the cycle details, tap Export PDF, tap , then choose an option.

If you receive a Cycle Deviation notification

You can [receive a notification](#) if your logged cycle history shows a possible cycle deviation. Irregular periods, infrequent periods, prolonged periods, and persistent spotting are common cycle deviations that may indicate an underlying condition, or may be due to other factors.

When you receive a notification, do the following to review your logged cycle history:

1. Go to the Health app  on your iPad.
2. Tap Review Cycle History in the Possible Cycle Deviation notification.
3. Follow the onscreen instructions to confirm, add, or edit the data in your cycle history.

If a cycle deviation is detected, a screen suggests what to do next.

About your health data and privacy

The information you add about yourself in Health is yours to use and share. You can decide what information is stored in Health as well as who can access your data.

When your iPad is locked with Face ID, Touch ID, or a passcode, all of your health and fitness data in Health, other than your Medical ID, is encrypted. Any health data synced to iCloud is encrypted both in transit and on Apple servers. And if you have a version of iPadOS, iOS, and watchOS (if you're using iPhone and Apple Watch for cycle tracking) with default [two-factor authentication](#) and a passcode, your health and activity data is stored in a way that Apple can't read it.

This means that when you use the Cycle Tracking feature and two-factor authentication, your health data [syncs to iCloud](#) is encrypted end to end, and Apple doesn't have the key to decrypt the data and therefore cannot read it.

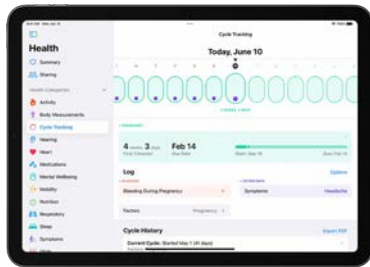
*For information about the availability of the retrospective ovulation estimates feature, see [watchOS Feature Availability](#).

Log a pregnancy in Health on iPad

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ipde-do-not-answer

When you log a pregnancy in the Health app, you can view your gestational age and log the symptoms frequently experienced during pregnancy. The Health app can help you to better understand your data during pregnancy by making adjustments and recommendations to reflect changes in your physical and mental health.



Log a pregnancy

1. Go to the Health app  on your iPad.
 2. Tap , then tap Cycle Tracking.
 3. Scroll down, tap Factors, then tap Add Factor.
 4. Tap Pregnancy, then tap Options next to Estimation Method.
- To log a previous pregnancy, tap Pregnancy, then tap Log a Past Pregnancy.
5. Do one of the following:

- *Log the first day of your last period:* Tap Last Menstrual Period, tap Done, then choose a date.
- *Log an estimated due date:* Tap Estimated Due Date, tap Done, then choose a date.
- *Log how far along the pregnancy is in weeks:* Tap Estimated Gestational Age, tap Done, then enter how far along the pregnancy is in weeks, and enter a date.
- *Log when the embryo was transferred during IVF:* Tap Embryo Transfer Date, tap Done, then enter the embryonic age and the date of transfer.

Depending on the estimation method, an estimated due date appears.

6. Follow the onscreen instructions to choose whether you want to turn on notifications for mental health questionnaires and review your medications.
- Note:* Not available for all medications.
7. Tap Next to review the Cycle Timeline, then tap Done.

While logging a pregnancy, you get a variety of recommendations of notifications that should be turned on or off during and after pregnancy:

- *Walking Steadiness:* Recommended to be turned on. Walking Steadiness can alert you more quickly during your third trimester, when the risk of falling can increase.
- *High Heart Rate (Apple Watch only):* If your high heart rate notification threshold is set below 120 beats per minute (bpm), you're asked to review and adjust it.
- *Cardio Fitness (Apple Watch only):* Cardio Fitness notifications are recommended to be turned off during and until 12 weeks after the end of your pregnancy.

To review your health notification settings, see [Review your Health Checklist](#) in the iPhone User Guide.

Log bleeding and other symptoms

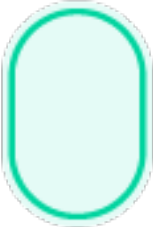
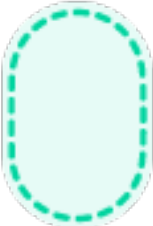
1. Go to the Health app  on your iPad.
2. Tap , then tap Cycle Tracking.
3. Swipe to select a day, then do any of the following:
 - *Log bleeding:* Swipe the timeline to select a day, tap Bleeding During Pregnancy, tap Had Bleeding, then tap Done.
Note: When you log bleeding during your pregnancy, you receive a notification recommending that you contact your doctor or care team.
To add a bleeding level, tap Bleeding During Pregnancy, select a bleeding level, then tap Done.
 - *Log symptoms or other information:* Swipe the timeline to select a day, tap a category (below Other Data), supply the information, then tap Done.

To add categories to the data logging screen, tap Options next to Log, then choose from the categories below Log.

View your pregnancy cycle timeline

Tap , then tap Cycle Tracking.

At the top of the screen, a timeline shows the following icons.

Icon	Description
	A day you logged a pregnancy.
	A future day where you may still be pregnant.
	The day of your estimated due date.

To select different days, swipe the timeline.

Edit your pregnancy details

1. Go to the Health app  on your iPad.
2. Tap , then tap Cycle Tracking.
3. Tap the Pregnancy area, then do any of the following:
 - *Change the estimation method:* Tap Change, then tap an estimation method.
 - *Edit your estimation method:* Tap a field to make a change.
 - *Delete your pregnancy information:* Tap Delete Factor from Health.
4. When you're finished, tap Done.

About your health data and privacy

The information you add about yourself in Health is yours to use and share. You can decide what information is stored in Health as well as who can access your data.

If you choose to add a pregnancy to Medical ID, your pregnancy status will be accessible on the Lock Screen if Show When Locked is enabled on iPhone. Your pregnancy status will also be shared with first responders during an emergency call if Share During Emergency Call is enabled. You can change your Medical ID settings at any time by going to your [Health app Profile](#) on your iPhone. You can remove or update your pregnancy status in Medical ID if your status changes.

When your iPad is locked with Face ID, Touch ID, or a passcode, all of your health and fitness data in Health, other than your Medical ID, is encrypted. Any health data synced to iCloud is encrypted both in transit and on Apple servers. And if you have a version of iPadOS, iOS, and watchOS (if you're using iPhone and Apple Watch for cycle tracking) with default [two-factor authentication](#) and a passcode, your health and activity data is stored in a way that Apple can't read it.

This means that when you use the Cycle Tracking feature and two-factor authentication, your health data [syncs to iCloud](#) is encrypted end to end, and Apple doesn't have the key to decrypt the data and therefore cannot read it.

Manage your medications

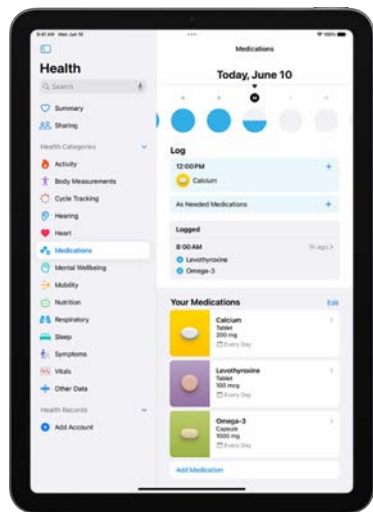
Track your medications in Health on iPad

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ipde-do-not-answer

You can track and manage the medications, vitamins, and supplements you take.

On [supported models](#), say something like: "Log my 6AM medications as taken." Not available in all languages or regions. [Learn how to use Siri.](#)



Note: Some features are not available in all countries or regions. The Medications feature is not a substitute for professional medical judgment. Additional information is available on the labels of your medications. Consult your healthcare provider prior to making any decisions related to your health.

Add and schedule a new medication

1. Go to the Health app  on your iPad.
2. Tap , then tap Medications.
3. Tap Add a Medication (to start your list) or Add Medication (to add to your list).
4. To identify the medication, tap the text field, enter the name, then tap the medication.
In the U.S. only, suggestions appear as you begin typing. You can select a suggestion, or finish typing the name, then tap Add.
5. Do the following:
 - *Choose the medication type:* Tap an option, then tap Next.
 - *Choose the medication strength:* Tap an option, then tap Next.
 - *Set a schedule:* Follow the onscreen instructions to set the frequency and duration of your scheduled medication, then tap Next.
Tap Change under "When will you take this?" to choose a different schedule type, like On a Cyclical Schedule, or Every Few Days.
 - *Choose the shape (optional):* Tap an option, then tap Next.
 - *Choose the colors (optional):* Tap an option, then tap Next.
6. When you're finished, tap Done.

Turn on Follow Up Reminders and Critical Alerts

If you set a medication schedule, you [receive notifications](#) from the Health app reminding you to log the medication. You can receive follow-up reminders if a medication hasn't been logged 30 minutes after the scheduled time.

1. Go to the Health app  on your iPad.
2. Tap , then tap Medications.

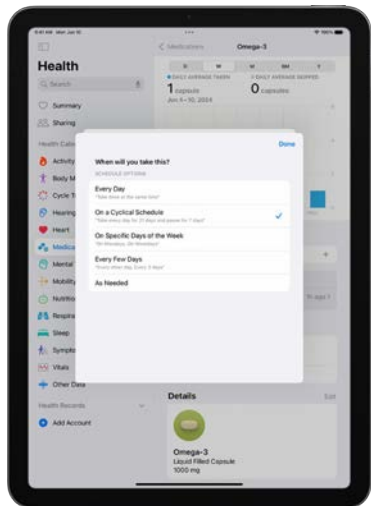
3. Tap Options at the bottom of the screen, then turn on Follow Up Reminders.

When you turn on Follow Up Reminders, you can also turn on Critical Alerts for each of your medications. Critical Alerts appear on the Lock Screen and play a sound (even if a Focus is on or iPad is muted).

4. Tap Critical Alerts, tap the button next to a medication, then tap Allow.

To turn off Critical Alerts, go to Settings > Apps > Health > Notifications, then tap the button next to Critical Alerts.

Change the schedule for a medication or update other information



1. Go to the Health app on your iPad.
2. Tap , then tap Medications.
3. Scroll down to Your Medications, then do any of the following:
 - *Change the schedule for a medication:* Tap a medication, scroll down to Schedule, tap Edit, then tap a field to change it.
 - *Change the icon, nickname, or notes for a medication:* Tap a medication, scroll down to Details, tap Edit to change the icon or tap either of the text fields, then make your changes.
 - *Reorder your list:* Tap Edit above the list of your medications, touch and hold  for a medication, then drag it to a new position.
 - *Archive a medication:* Tap a medication, scroll down, then tap Archive Medication.
 - *Make an archived medication reappear in your list of medications:* Tap Edit above the list of your medications, then tap  next to the medication name. Any schedule you previously set is not preserved.
 - *Delete a medication:* Tap a medication, scroll down, then tap Delete Medication.
 - *Change how you receive notifications about taking medications:* See [View and respond to notifications](#) and [Change notification settings](#).
4. When you're finished, tap Done.

Log when you take a medication

You can log a medication, scheduled or unscheduled, at any time. By default, your iPad will remind you when it's time to log your medications based on the schedule you've created in the Health app.

Note: For your Health app data to sync across devices, make sure they're signed in to the same Apple Account, are connected to the internet, and are updated to the latest OS version.

1. Go to the Health app on your iPad.
2. Tap , then tap Medications.
3. Select a day at the top of the screen.
4. Do one of the following:
 - *Log whether you took a scheduled medication:* Tap the name of a medication in the list below Log, then below the medication, tap Taken or Skipped.
 - *Log an unscheduled medication:* Tap As Needed Medications in the list below Log, then below the medication, tap Taken.
5. When you're finished, tap Done.

Tip: When you receive a notification to log a scheduled medication, press and hold the notification, then choose an option.

To review your history of taking the medication, tap , tap Medications, then tap the medication (in the list of your medications).

Share your medication list

1. Go to the Health app on your iPad.

2. Do one of the following:

- *Share your list (or just specific medications) with a loved one:* See [Share your data in Health](#).
Tip: If you add a new medication after you start sharing, add it to your shared list.
- *Share your list as a PDF:* Tap , tap Medications, scroll down, tap Export PDF, tap , then choose an option.

Learn more about your medications in Health on iPad (U.S. only)

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ipde-do-not-answer

You can learn more about the medications you add to your medications list.

Learn about a medication

You can learn more about what a medication is used for, how it works, potential side effects, and how to pronounce it.

1. Go to the Health app  on your iPad.
2. Tap , then tap Medications.
3. Tap the medication (in the list of your medications), then scroll down.

Learn about interactions between your medications

1. Go to the Health app  on your iPad.
2. Tap , then tap Medications.
3. Tap Drug Interactions.
4. To learn whether interaction factors like alcohol might interact with your medications, tap Edit (in the Interaction Factors area), select the factors that apply, then tap Done.
5. To learn more about an interaction, tap it.

Track your mental wellbeing

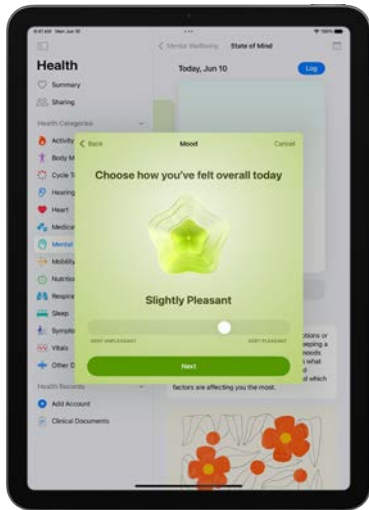
Log your state of mind in Health on iPad

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ipde-needs-review

You can reflect on how you're feeling and log your momentary emotions and daily moods to keep track of your mental wellbeing. You can also learn how your state of mind may correlate with lifestyle factors like exercise, sleep, time in daylight, and mindful minutes.

Log your state of mind



1. Go to the Health app  on your iPad.
2. Tap , tap Mental Wellbeing, then tap State of Mind.
3. If this is your first time logging, tap Get Started. Otherwise, tap Log.
Tip: To log your state of mind for a previous day, tap  at the top-right corner, tap a day, then tap Log.
4. Choose one of the following:
 - *Log an emotion:* Tap "How you feel right now," then tap Next.
 - *Log a mood:* Tap "How you've felt overall today," then tap Next.
5. Drag the slider to indicate how you're feeling, then tap Next.
6. Tap any words that describe how you're feeling (optional), then tap Next.

7. Tap any words that describe what's having the biggest impact on you (optional), then tap Done.

If you've described what's having the biggest impact on you, you can tap Additional Context to enter more information.

To get reminders to log your state of mind, see [Log your state of mind in Health on iPhone](#) in the iPhone User Guide.

View your state of mind history

1. Go to the Health app  on your iPad.
2. Tap , tap Mental Wellbeing, then tap State of Mind.
3. Tap Show in Charts, then do any of the following:
 - *View your state of mind over time:* Tap an option from the time range selections at the top of the chart.
 - *View the types of entries you've logged:* Tap States, then tap Daily Moods or Momentary Emotions to see those entries on the graph.
 - *View factors associated with your entries:* Tap Associations, then scroll through the different factors you logged in your state of mind entries.
 - *View lifestyle factors associated with your entries:* Tap Life Factors, then tap a lifestyle factor to see it alongside your state of mind entries.

You can also tap  next to each lifestyle factor to learn more about how it can impact your mental wellbeing.

Take a mental health assessment in Health on iPad

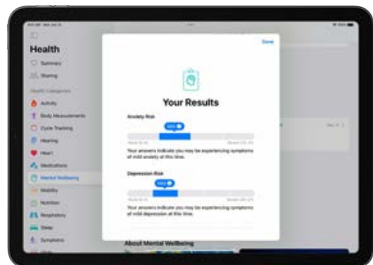
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ipde-do-not-answer

You can take age-appropriate standardized mental health assessments to answer questions about how you're feeling, and see your current risk for depression or anxiety. These questionnaires will help you understand if you should talk to your doctor, and you'll have a PDF of the results that you can share. The results and resources are provided for informational purposes only and are not a substitute for advice provided by a doctor or other qualified health care professional.

Note: The Anxiety Risk assessment is available for ages 13 and older. The Depression Risk assessment is available for ages 18 and older.

Take a mental health assessment



1. Go to the Health app  on your iPad.
2. Tap , then tap Mental Wellbeing.
3. Do one of the following:
 - *Take an assessment for anxiety or depression:* Tap Anxiety Risk or Depression Risk, then tap Take Questionnaire.
 - *Take an assessment for both anxiety and depression:* Scroll down to Get More From Health, then tap Take Questionnaire.
4. Tap Begin, then answer the prompts.
5. When you're finished, tap Done. Then you can do any of the following:
 - *Learn more about your results:* Tap  next to your level or risk.
 - *Export your results as a PDF:* Below Next Steps, tap Export PDF.
 - *Get access to articles and crisis resources:* Scroll down to Learn More and Mental Health Resources.
6. When you're finished viewing your results, tap Done.

Note: The Patient Health Questionnaire-9 (PHQ-9) and Generalized Anxiety Disorder-7 (GAD-7), developed by Drs. Robert L. Spitzer, Janet B. W. Williams, Kurt Kroenke and colleagues, with an educational grant from Pfizer Inc., can be useful tools to help identify if you are at risk for depression and/or anxiety. They are provided in Health for informational purposes only, and the results are not a medical diagnosis. The assessments are clinically validated only in certain countries and languages. If you have concerns about your mental health, you should consult a clinician.

Manage mental health assessment settings

1. Go to the Health app  on your iPad.
2. Tap , then tap Mental Wellbeing.
3. Tap Anxiety Risk or Depression Risk, scroll down to the bottom of the screen, then tap Options below Export PDF.

4. Do any of the following:

- *Change how often you want to take mental health questionnaires:* Tap Frequency, then choose an option.
- *Choose whether to be notified to take a questionnaire:* Turn Notifications on or off.
- *Receive prompts to take a questionnaire after a pattern of unpleasant moods:* Turn Unpleasant Logging on or off.

When you turn on Periodic Questionnaires and Unpleasant Logging, you receive a prompt to take a questionnaire a couple of times a year or when you have a pattern of unpleasant moods.

Prioritize your sleep

Customize your Sleep Focus on iPad

After you set up a [sleep schedule on iPhone](#), you can make changes on iPad to help you meet your sleep goals. A Sleep Focus helps reduce distractions before and during bedtime. For example, it can filter out notifications and phone calls, and it can signal to others that you're not available.

1. Go to Settings  > Focus, then tap Sleep.
2. Customize your Focus.

For example, you can allow interruptions from people important to you, customize the Lock Screen and Home Screen, and customize how apps and your devices behave when a Sleep Focus is on. See [Set up a Focus](#).

Turn your Sleep Focus on or off on iPad

Quickly turn your Sleep Focus on or off

[Open Control Center](#), tap Focus, then tap Sleep.

Your Sleep Focus turns on or off again at your next scheduled bedtime or wake up time.

To share your Sleep Focus settings with your other devices, make sure you have Share Across Devices turned on. Go to Settings  > Focus > Share Across Devices.

View your sleep history in Health on iPad

Sleep data provides insight into your sleep habits.

To obtain sleep data, you can [use a sleep tracker or monitor](#), [set up a sleep schedule](#) on iPhone and let iPhone estimate your time in bed, or manually add the data on your iPad.

On [supported models](#), say something like: "How much did I sleep last night?" Not available in all languages or regions. [Learn how to use Siri](#).



1. Go to the Health app  on your iPad.
2. Tap , then tap Sleep.
3. Do any of the following:
 - *View sleep data by week or month:* Tap a tab at the top of the screen.
 - *Change the time span displayed in the graph:* Swipe the graph left or right.
 - *View the details for a day:* Tap the column for the day.
 - *Manually add sleep data:* Tap Add Data in the top-right corner of the screen.
 - *Get cumulative sleep data:* Tap Show More Sleep Data.

Use headphone hearing safeguards

Check your headphone audio levels on iPad

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ipde-needs-review

While using headphones with iPad, you can check whether the audio level is OK by viewing the Hearing control in Control Center. In the Health app, you can review the history of your headphone listening habits.

If you listen to loud headphone audio for long enough to affect your hearing, iPad automatically [sends you a notification](#) that you should turn down the volume. After you receive a notification, the next time you plug in your headphones or connect them using Bluetooth®, your volume is automatically set to a lower level. You can turn the volume up again if you choose.

Tip: To review the details of a headphone notification, tap  in the Health app, tap Hearing, then tap Headphone Notifications.

Check your headphone levels while you listen

You can view your live headphone levels in Control Center.

1. [Open Control Center](#).
2. Tap $\pm$ at the top left of Control Center, then tap Add a Control.
3. Scroll down to Hearing Accessibility, then tap Hearing.
4. Tap .

The audio level (in decibels) of your headphones is displayed on the Headphone Level meter.

Note: You can also tap Live Listen (below the Headphone Level meter) to turn Live Listen on or off. See [Use Live Listen](#). Typically, headphone level monitoring and Live Listen aren't used at the same time. The Headphone Level monitor is intended for listening to audio playback. Live Listen is intended for listening to external sounds with the iPad microphone.

Check your headphone levels over time

1. Go to the Health app  on your iPad.
2. Tap , then tap Hearing.
3. Tap Headphone Audio Levels, then do any of the following:



- *See exposure levels over a period of time:* Tap the tabs at the top of the screen. (All levels are measured in decibels.)
- *Learn about the sound level classifications:* Tap .
- *Change the time span displayed in the graph:* Swipe the graph left or right.
- *Display highlights:* Scroll down to Highlights, then tap Show All.

To learn more about your headphone audio levels, tap Show More Data.

Reduce loud headphone sounds

1. Go to Settings , then tap Sounds.
2. Tap Headphone Safety.
3. Turn on Reduce Loud Audio, then drag the slider.

iPad analyzes your headphone audio and reduces any sound above the level you set.

Note: If you [set up Screen Time](#) for family members, you can prevent them from changing the Reduce Loud Sounds level. Go to Settings > Screen Time > Content & Privacy Restrictions > Reduce Loud Sounds, then select Don't Allow.

Get headphone audio notifications

You can find headphone notifications on the Summary screen of the Health app.

Note: Depending on your country or region, Headphone Notifications may be turned on by default, and in some countries or regions, you may not be able to turn it off. If allowed in your country or region, you can turn Headphone Notifications on or off in Settings  > Sounds > Headphone Safety.

In addition, you can use the Settings app  to set a maximum decibel level that keeps your headphone audio at a comfortable level.

Headphone audio measurements are most accurate when using Apple or Beats headphones. Audio played through other headphones can be estimated based on the volume of your iPad.

Use audiogram data in Health on iPad

An audiogram depicts the results of a pure-tone audiometry test—it displays how loud sounds need to be for you to hear them.

You can import an audiogram to Health by taking a photo or importing a saved file.

Import an audiogram

You can import an audiogram from Camera, Photos, or Files.

1. Go to the Health app  on your iPad.
2. Tap , then tap Hearing.
3. Tap Audiogram, then tap Add Data at the top right.
4. Do one of the following:
 - *Scan audiogram data with the camera:* Tap Scan with Camera, then follow the onscreen instructions.
 - *Add audiogram data manually:* Tap Add Manually, select an option, then follow the onscreen instructions.

Back up your Health data in iCloud on iPad

If you [sign in with your Apple Account](#), your health and fitness information in the Health app is stored automatically in iCloud. Your information is encrypted as it goes between iCloud and your device and while it's stored in iCloud.

In addition to using iCloud, or if you aren't using iCloud, you can back up your Health data by encrypting a computer backup. See [Back up iPad](#).

Note: For your Health app data to sync across devices, make sure your devices are [signed in to the same Apple Account](#), are connected to the internet, and are updated to the latest OS version.

Manage your Health data in iCloud

You can make sure your Health data is synced across all of your devices. You can also stop storing your data at any time.

1. Go to Settings  > [your name] > iCloud.
2. Tap Show All, tap Health, then turn Sync with iPad on or off.

Home

Intro to Home on iPad

You can use the Home app to securely add, control, and automate HomeKit and Matter-enabled accessories, such as lights, locks, and thermostats. When you [set up security cameras that support HomeKit Secure Video](#), you can capture video, and receive a notification when a camera recognizes someone or when a package is left at the door. You can also group multiple speakers to play the same audio, and [send and receive Intercom messages](#) on supported devices.

You can [create automations](#) to run automatically at certain times, or when you activate a particular accessory (for example, when you unlock the front door). You can also [control your home remotely](#) with the aid of a home hub—an Apple TV (4th generation or later) or HomePod speakers. This lets you, and others you invite, securely control your home while you're away.

Note: Matter-enabled accessories require a home hub, such as a HomePod speaker or Apple TV 4K. Thread accessories require a Thread-enabled home hub, such as Apple TV 4K (3rd generation) Wi-Fi + Ethernet, HomePod mini, a supported third-party border router, or a [device that supports Thread pairing](#).

Home overview

The Home app lets you easily navigate and control your accessories. In the Home app, tap Home in the sidebar to show the following sections:

- **Categories:** Tap a category such as Lights, Security, Climate, Speakers, or Water to show all related accessories on one screen, organized by room.
- **Cameras:** Video from up to four cameras can appear below Cameras. Swipe left to see more cameras.
- **Scenes:** Create scenes to control multiple accessories with a tap or Siri request—tap a scene to close the blinds and turn on the lights in the evening, for example.
- **Favorites:** Add to Favorites the accessories you use most often to quickly control them from the Home tab.
- **Rooms:** Accessories are organized by room, letting you find just the accessory you need.



Edit Home

You can organize the Home app in ways that suit you best.

Tap Home in the sidebar, tap , then do any of the following.

- **Rearrange items:** Select Edit Home View, then drag tiles to a different position. Tap Done when you're finished.
- **Reorder sections:** To change the way sections are ordered in the Home screen, choose Reorder Sections, then drag  next to a section to a new position. Tap Done when you're finished.
- **Resize icons:** Select Edit Home View, tap a tile, tap , then tap Done.

To learn more about how to create and accessorize a smart home with your Apple devices, tap Discover in the sidebar.

Upgrade to the new Home architecture on iPad

iPadOS 16.2 introduced a new Home architecture that's more reliable and efficient. For availability and details, see the Apple Support article [Upgrade to the new Home architecture](#).

Before you upgrade, make sure that Apple devices connected to your home are using the latest software. This includes any owner's devices and any shared user's devices.

Note: A home hub such as Apple TV (4th generation or later) or HomePod is required for features such as remote access, sharing your Home, notifications, automations, HomeKit Secure Video, and Adaptive Lighting. iPad is not supported as a home hub with the new Home architecture. You can continue to use the Home app on iPad to connect and control your smart home accessories.

Upgrade your home

1. Go to the Home app  on your iPad.
2. Tap , then tap Home Settings.
3. Tap Software Update, tap Learn More, then follow the onscreen instructions.

Note: Any connected devices that aren't using the latest software will lose access to the upgraded home until they're updated.

Set up accessories with Home on iPad

The first time you open the Home app, the setup assistant helps you create a home, where you can add accessories and define rooms. If you've already created a home when setting up a different accessory, you skip this step.

Add an accessory to Home

Before you add an accessory such as a light or camera, be sure that it's connected to a power source, is turned on, and has network connectivity.

1. Go to the Home app  on your iPad.
2. Tap Home in the sidebar, then tap Add Accessory.

You can also tap  at the top of the screen, then choose Add Accessory.

3. If you're pairing a Matter accessory that was previously paired to another app, tap More options, then select your accessory.
4. Follow the onscreen instructions.

Note: Matter-enabled accessories require a home hub, such as a HomePod speaker or Apple TV 4K. Thread accessories require a Thread-enabled home hub, such as Apple TV 4K (3rd generation) Wi-Fi + Ethernet, HomePod mini, a supported third-party border router, or a [device that supports Thread pairing](#).

You may need to scan a QR code, enter an 8-digit HomeKit setup code found on the accessory itself (or its box or documentation), or enter an 11 or 21-digit code for Matter-enabled accessories. A HomeKit-supported smart TV displays a QR code for you to scan. You can assign the accessory to a room, and give it a name, and then use this name when controlling the accessory with Siri. You can also [add suggested automations](#) during setup.

When you set up Apple TV in tvOS and assign it to a room, it automatically appears in that room in the Home app on iPad.

Paired Matter accessories are synced across devices and stored in the Settings app using iCloud Keychain, regardless of which app you used to set them up. You can easily add a previously paired accessory that's stored in Keychain to another Matter ecosystem app. To manage these accessories, go to Settings  > General, then tap Matter accessories. See the Apple Support article [Pair and manage your Matter accessories](#).

Show accessories in a room

You can show individual rooms, scenes assigned to them and a room's accessories organized by category.

Do one of the following:

- Go to the Home app  on your iPad.
- Tap the room in the sidebar.
- Tap > next to the room's name.

Change an accessory's room assignment

1. Go to the Home app  on your iPad.
2. Touch and hold an accessory tile, then tap Accessory Settings.
3. Tap Room, then choose a room.

Edit a room

You can change a room's name and wallpaper, remove the room, and more. When you remove the room, the accessories assigned to it move to Default Room.

1. Go to the Home app  on your iPad.
2. Tap a room in the sidebar.
3. On the Home tab, tap > next to a room, or tap , then choose a room.

Organize rooms into zones

You can group rooms together into a zone to easily control different areas of your home with Siri. For example, if you have a two-story home, you can assign the rooms on the first floor to a downstairs zone. Then you can say something to Siri like "Turn off the lights downstairs."

1. Go to the Home app  on your iPad.
2. Tap  next to a room on the Home tab or tap , then choose a room.
3. Tap , then tap Room Settings.
4. Tap Zone, then tap an existing zone, or tap Create New to add the room to a new zone.

Control accessories with Home on iPad

Use the Home app and Control Center to control accessories in your home.

Control accessories in the Home app

On the Home tab, tap an accessory's icon on the left side of the tile—a light, for example—to quickly turn the accessory on or off. Tap the accessory's name on the right side of the tile to show the accessory's control.

The available controls depend on the type of accessory. For example, with some lightbulbs, there are controls for changing colors. With your smart TV, you can choose an input source.

Add accessories to Control Center

You can add Home scenes and accessories to Control Center for easy access to your most used accessories.

1. [Open Control Center](#) on your iPad.
2. Tap **+** in the top left, then tap **Add A Control** at the bottom.
3. Tap the Home Scene or Accessory control.
4. Tap **Choose Scene or Accessory**, then select a home and device or scene you want to control.

View categories and home status

The Lights, Climate, Security, Speakers and TV, and Water categories let you quickly access all the relevant accessories organized by room.

1. Go to the Home app  on your iPad.
Below your home's name, buttons show the status of accessories belonging to a category—for example, a Lights category that shows "3 on."
2. Tap one of the category buttons at the top of the screen or in the sidebar to show all accessories within that category, organized by room.
3. While viewing a category, tap the icon on the left side of an accessory tile to perform an action—turn a light or group of lights on or off, start playing music on a HomePod, or lock the front door.



View Activity History

When you have a home hub using the [new Home architecture](#) and latest software, all the members of your home can view the activity history for accessories like garage doors, locks, and security systems. For example, you can learn when a door was unlocked and who unlocked it.

1. Go to the Home app  on your iPad.
2. Tap , then tap **Home Settings**.
3. Go to **Safety & Security > Home History**, then tap **One Month** to view up to 30 days of activity.
4. On the Home screen, tap the Security category, then tap **Home Activity** to show the Activity History.

Turn on Adaptive Lighting

Some HomeKit compatible lights let you adjust their color temperature, from cool blue to warm yellow. You can set supported lights to automatically adjust the color temperature throughout the day. Wake up to warm colors, stay alert and focused mid-day with cooler ones, and wind down at night by removing blue light. For a light that supports Adaptive Lighting, follow these steps:

1. Go to the Home app  on your iPad.
2. Tap the light's tile to show the controls.
You can also touch and hold the tile, then choose **Accessory Settings**.
3. Tap , then turn on **Adaptive Lighting**.

Note: Adaptive Lighting requires a home hub, a device such as Apple TV (4th generation or later) or HomePod speakers

Edit home accessories

To edit accessory settings, tap the right side of an accessory tile, tap , then do any of the following:

- **Rename an accessory:** Tap  to delete the old name, then type a new one.
- **Change an accessory's icon:** Tap the icon next to the accessory's name, then select a new icon. If you don't get a choice of other icons, it means the icon can't be changed for this accessory.

Group accessories

You can control multiple accessories with the tap of a button by grouping them.

1. Go to the Home app  on your iPad.
2. Tap the right side of an accessory tile, tap , then tap Group with Other Accessories.
3. Tap the accessory you want to group with this accessory—another light in the room, for example.
4. In the Group Name field, type a name for the group.
5. Tap Done.

Turn on Include in Favorites to include the group in Favorites in Home.

Control your home using Siri on iPad

In addition to using the Home app , you can use Siri to control your accessories and scenes. Here are some of the things you can say to Siri for the accessories you add and the scenes, rooms, or homes you set up:

- "Turn off the lights" or "Turn on the lights"
- "Set the temperature to 68 degrees"
- "Turn on the bedroom lights at 9 PM"
- "Did I lock the front door?"
- "Show me the entryway camera"
- "Turn down the kitchen lights"
- "Set my reading scene"
- "Turn off the lights in the Chicago house"

[Learn how to use Siri.](#)

Use Grid Forecast to plan energy use in Home on iPad (U.S. only)

The electricity powering your home comes from different sources, which can include renewable energy, like solar and wind, or fossil fuels, like coal and natural gas. The sources powering your home can change throughout the day. In the Home app on your iPad, you can see a forecast for your area that highlights cleaner times, which can help reduce carbon emissions, and less clean times, to help you choose when to use electricity.

To view the Grid Forecast, you must be connected to the internet, and [Location Services](#) must be turned on for the Home app.

Note: Grid Forecast is available only in the contiguous United States; it's not available in Alaska or Hawaii.

Show Grid Forecast

1. Go to the Home app  on your iPad.
2. Tap the Home tab.
3. Tap the Energy category to show the Grid Forecast widget.

Green bars in the widget indicate when cleaner energy is available in your area—from 4 p.m. until 10 p.m., for example. If there are no bars, cleaner energy isn't forecast for the near future.

If you're traveling, Grid Forecast shows energy information for both your home location and the location of your iPad.

Note: If you haven't added accessories to your home, the Grid Forecast widget appears when you open the Home app.

Receive Grid Forecast notifications

To receive notifications when the electricity powering your home is being generated by cleaner or more renewable sources of energy, tap  in the Grid Forecast widget in the Home app, then tap Notify Me.

Turn off Grid Forecast

Open Home Settings, tap Energy, then turn off Show Grid Forecast.

View electricity usage and rates on iPad (participating U.S. providers only)

You can view how much electricity your home uses in the Home app and easily track your usage over time, as well as view your electricity rate plan information. Electricity usage data is typically displayed with a lag of 24 to 72 hours.

Note: To use these features, you need to have a residential electrical service with a participating utility provider, and you must be the utility account owner or authorized user of the utility account.

Set up electricity usage and rate information

1. Go to the Home app  on your iPad.
2. Tap the Home tab, tap , then tap Home Settings.
3. Tap Energy, then tap Connect Account.

Note: Participating utility providers are listed under Available Providers. If your utility provider isn't listed, this feature isn't currently supported in your area.

4. Follow the onscreen instructions to link your compatible electricity account.

Disconnect your account from electricity usage and rate information

1. Go to the Home app  on your iPad.
2. Tap the Home tab, tap , then tap Home Settings.
3. Tap Energy, then tap your linked electricity account.
4. Tap Disconnect Account.

Set up HomePod in Home on iPad

You can use the Home app to set up HomePod and control many HomePod settings.

To learn what you can do with iPad and HomePod, see the following in the HomePod User Guide:

- [Set up HomePod](#)
- [Play audio on HomePod using an iOS or iPadOS device](#)
- [Make Personal Requests on HomePod](#)
- [Use HomePod for phone calls](#)
- [Use HomePod as an Intercom](#)

Note: HomePod is not available in all countries or regions.

Use Home to send and receive Intercom messages

1. Go to the Home app  on your iPad.
2. Tap , then tap Home Settings.
3. Tap Intercom, then configure these settings:
 - When you can receive Intercom messages
 - Who is allowed to send or receive Intercom messages
 - Which HomePod speakers can use Intercom

Note: Any member of the Home can choose when they receive Intercom messages. Only a home owner or admin can choose who can send or receive Intercom messages and which HomePod speakers can use Intercom.

4. Tap Back, then tap Done.
5. Tap , say something like "Who ate the last cookie?" then tap Done.

Your Intercom message is sent to all the HomePod speakers in your home, and to the iOS, iPadOS, and watchOS devices of all members of your home who can send and receive Intercom messages.

To send a message to a HomePod in a specific room or zone, say something like "Siri, tell the office 'The movie is starting'" or "Siri, announce upstairs 'I'm going to the store.'"

See [Use HomePod as an Intercom](#) in the HomePod User Guide.

Use HomePod and HomeKit Secure Video to announce guests

With a HomeKit Secure Video camera or doorbell, HomePod can notify you when someone you know is at the door (or send you a message if the person isn't recognized).

Note: To announce guests, first [turn on Face Recognition](#).

1. Go to the Home app  on your iPad.
2. On the Home tab, tap , then tap Home Settings.
3. Tap Cameras & Doorbells, then tap your camera or doorbell.
4. Tap Doorbell Chime, then choose which HomePod speaker or speakers to enable

Use Home to add and edit HomePod alarms and timers

1. Go to the Home app  on your iPad.
2. Tap the right side of a HomePod tile, swipe up, then do any of the following:
 - *Add an alarm:* Tap New, create the alarm, then tap Done.
 - *Edit an alarm:* Tap the alarm, change the time, then tap Done.
 - *Turn alarms on or off:* Tap the switch next to an alarm.
 - *Delete an alarm:* Swipe left over the alarm, then tap Delete.
 - *Create a new timer:* Tap New Timer, enter a timer label (optional), choose the length of the timer, then tap Start.
 - *Pause and restart a timer:* Tap ; tap  to restart the timer.
 - *Remove a timer:* Tap .

Change HomePod settings

1. Go to the Home app  on your iPad.
2. Tap the right side of a HomePod tile.
3. Tap , then configure HomePod settings.

You can assign HomePod to a different room, add an automation, create a stereo pair with two HomePod speakers of the same kind in the same room, and more.

Use HomePod to listen for alarm sounds

HomePod can notify you when an alarm sound is detected in your home.

1. Go to the Home app  on your iPad.
2. Tap the right side of a HomePod tile.
3. Tap , then tap Sound Recognition.
4. Turn on Smoke & CO Alarm, then choose which HomePods will listen for alarms.

Your HomePod will listen for certain sounds and notify you when alarm sounds may be recognized.

Important: Sound Recognition may detect smoke and carbon monoxide alarm sounds and send you notifications when recognized. Sound Recognition should not be relied upon in circumstances where you may be harmed or injured, or in high-risk or emergency situations. Sound Recognition requires the [new Home architecture](#).

Add a Siri-enabled accessory

You can extend access to HomePod throughout your home by enabling Siri on compatible HomeKit accessories. If you enable Siri on these accessories, you can control them with your voice, get help with everyday questions or tasks, and play your favorite music and podcasts.

See [Set up a Siri-enabled accessory](#) in the HomePod User Guide.

Control your home remotely with iPad

In the Home app , you can control your accessories even when you're away from home. To do so, you need a home hub, a device such as Apple TV (4th generation or later) or HomePod speakers.

Go to Settings  > [your name] > iCloud, tap See All, then turn on Home.

You must be signed in to the same Apple Account on your home hub device and your iPad.

If you have an Apple TV or HomePod, and you're signed in to the same Apple Account as your iPad, it's set up automatically as a home hub.

Create and use scenes in Home on iPad

In the Home app, you can create scenes that allow you to control multiple accessories at once. For example, you might define a "Reading" scene that adjusts the lights, plays soft music on HomePod, closes the drapes, and adjusts the thermostat.

Create a scene

1. Go to the Home app  on your iPad.
2. On the Home tab, tap , then tap Add Scene.
3. Tap Custom, enter a name for the scene (such as "Dinner Party" or "Watching TV"), then tap Add Accessories.
4. Select the accessories you want this scene to include, then tap Done.

The first accessory you select determines the room the scene is assigned to. If you first select your bedroom lamp, for example, the scene is assigned to your bedroom.

5. Set each accessory to the state you want it in when you run the scene.

For example, for a Reading scene, you could set the bedroom lights to 100 percent, close the drapes, choose a low volume for the HomePod, and set the thermostat to 68 degrees.

6. Test the scene and choose whether or not to show it on the Home tab (scenes appear on the Home tab by default), then tap Done.

Use scenes

Do one of the following:

- *Run a scene:* Tap the scene on the Home tab.

If you've decided not to show the scene on the Home tab, tap , choose the room the scene is assigned to, then tap the scene.

- *Edit a scene:* Touch and hold a scene, then tap Edit Scene.

You can change the scene's name, test the scene, add or remove accessories, and more.

Use automations in Home on iPad

In the Home app, you can run automations based on the time of day, your location, the activation of a sensor, or the action of an accessory. You can use preconfigured automations included with the Home app, or create automations of your own.

Use a preconfigured automation

1. Go to the Home app  on your iPad.

2. On the Home tab, touch and hold an accessory, then tap Accessory Settings.
3. Turn on an automation.

To disable an automation, return to the accessory's setting screen, then turn it off.

Create an automation

1. Go to the Home app  on your iPad.
2. On the Home tab, tap .
3. Tap Add Automation, then choose one of the following automation triggers:
 - *When arriving at or leaving a location:* Tap People Arrive or People Leave. Choose when the automation is activated by people arriving or leaving, the location, and the time the automation works.
 - *At a time of day:* Tap A Time of Day Occurs, then choose when you want this automation to run.
If you choose Sunset or Sunrise, times vary as the season changes.
You can also set an automation to only occur after sunset, which is useful for turning on lights just when they're needed.
 - *When an accessory changes:* Tap An Accessory is Controlled, select an accessory, tap Next, then follow the onscreen instructions.
You might use this, for example, to run a scene when you unlock the front door.
 - *A sensor detects something:* If you've added a sensor to Home, tap A Sensor Detects Something, select an accessory, tap Next, then follow the onscreen instructions.
You might use this, for example, to turn on lights in a stairway when motion is detected nearby.

You can also tap the right side of an automation tile, tap , then add, enable, or disable automations.

Manage and edit automations

1. Go to the Home app  on your iPad.
2. Tap Automation in the sidebar.
3. Tap an automation, then do any of the following:
 - Enable or disable the automation
 - Choose when the automation happens
 - Add or remove accessories
 - Test the automation
 - Delete the automation

Add a Siri shortcut

To make your automation even more efficient, you can add a Siri Shortcut to it.

1. Go to the Home app  on your iPad.
2. When choosing accessories to control with an automation, swipe up, then tap Convert To Shortcut.
3. Tap Next, name the automation (optional), then tap Done.

See the [Shortcuts User Guide](#).

Set up security cameras in Home on iPad

You can use the Home app to view video activity captured by your home's cameras. With any HomeKit-compatible camera, you can [view video streams in the Home app](#), [choose who can view those streams](#), and [set up notifications](#) when activity is detected.

See the [Home accessories website](#) for a list of compatible security cameras.

If you have one or more HomeKit Secure Video cameras, you can additionally take advantage of these features:

- *Encrypted video:* Video captured by your cameras is privately analyzed and encrypted on your home hub device (Apple TV or HomePod) and securely uploaded to iCloud so that only you and those you share it with can view it.
- *Record video:* If you subscribe to iCloud+, you can view the last 10 days of activity from one to an unlimited number of cameras. The 50 GB iCloud+ plan supports a single camera, the 200 GB iCloud+ plan supports up to five cameras, and the 2 TB, 6 TB, and 12 TB iCloud+ plans support an unlimited number of cameras.
Note: Video content doesn't count against your iCloud storage limit.
- *Activity Zones:* Create zones that focus your camera on the most important areas within its view.
- *Face recognition:* Receive notifications when people you've tagged in the Photos app are within the camera's view.

See [Store encrypted security camera footage in iCloud with HomeKit Secure Video](#) and [Set up HomeKit Secure Video on all your devices](#) in the iCloud User Guide.



Camera options

When you add a camera in the Home app, you can choose streaming options and assign the camera to a room. With a HomeKit Secure Video camera, you can also choose recording options. By default, up to four cameras are marked as favorites and appear on the Home tab. To edit those settings later, tap the Camera tile, then tap ⓘ to see these options:

- **Room:** A camera can be located in a room inside your home, or you can create a room for an outside location such as your front porch or back yard.
- **Notifications:** Choose to receive notifications [when the camera detects activity](#), changes status, or goes offline.
- **Recording options for HomeKit Secure Video cameras:** You can create separate recording settings for when you're home and when you're away. For example, when you're home, you might choose to stop streaming and recording from a camera inside your home, but continue to stream and record from an outdoor camera.

Note: The Home app uses the location of devices belonging to members of the home to switch between Home and Away modes. For example, when you leave for work with your iPad, the camera switches from the When Home settings to the When Away settings.

Set up notifications

1. Go to the Home app ⓘ on your iPad.
2. Tap ⓘ, then tap Home Settings.
3. Tap Cameras & Doorbells.
4. Tap a camera, then turn on Activity Notifications.

All HomeKit-compatible cameras can send a notification when motion is detected. HomeKit Secure Video cameras can additionally send notifications based on these factors:

- The time of day
- When someone is or isn't home
- When a clip is recorded
- When any or a specific type of motion is detected

When you choose a specific motion, you receive a notification when the camera detects people, animals, or vehicles, or when a package is delivered. For a package to be detected, it must be within the camera's view after delivery.

Choosing a specific motion, rather than any motion, results in fewer clips (and fewer clip notifications) and less video to review. For example, if you choose to detect people, your camera doesn't capture the movement of leaves on a tree or a squirrel leaping from branch to branch.

Create Activity Zones for HomeKit Secure Video cameras

You can create zones that focus your HomeKit Secure Video camera on the most important areas within its view—your front walkway but not the sidewalk behind it, for example. You can then be alerted when motion is detected in these zones.

Note: You can create Activity Zones only for cameras set up to record when a specific motion is detected. Activity Zones don't affect motion detection automations.

1. Go to the Home app ⓘ on your iPad.
2. On the Home tab, tap the camera tile, then tap ⓘ.
3. Tap Select Activity Zones, then tap the video to create a zone.
To have your camera detect motion only outside the zone you defined, tap Invert Zone.
4. Create any additional zones you want within the camera's view—one for the driveway and another for the mailbox, for example.
5. Tap Done.

To remove an activity zone, tap Select Activity Zones, tap inside a zone, then tap Clear.

View video

1. Go to the Home app ⓘ on your iPad.
2. On the Home tab, tap the camera tile.
Live video should play automatically.

3. If you've chosen to record video, swipe through the timeline at the bottom of the screen to browse recorded clips.
4. Tap a clip to play it.
5. Pinch the clip open left and right to show the timeline, then drag to go forward or back through the video.
6. Tap Live to switch back to live video.

When you set up the camera to detect specific motion, the timeline displays unique symbols for people, animals, vehicles, and packages.

Note: If there are more cameras in your home than Home Hubs that can analyze the cameras' video, video captured from some of the cameras may not be analyzed. Clips are still recorded, but they'll show , which indicates that the video wasn't analyzed for specific motion.

You can also view live and recorded video in the Home app on your Mac with macOS 10.15.1 or later.

Choose access options

To allow other people to view video from your cameras, follow these steps:

1. Go to the Home app  on your iPad.
2. Tap , then tap Home Settings.
3. Below the People heading, tap a person.
4. Tap Cameras, then choose an option.

To learn how to allow other people to view video from your cameras, see [Invite others to control accessories](#).

Use Face Recognition in Home on iPad

With a HomeKit Secure Video camera or doorbell, you can use the Home app to receive notifications when people you've tagged in the Photos app come to your door.

Set up Face Recognition

Face Recognition identifies people by the faces that appear in your photo library or pictures of recent visitors captured by your camera or doorbell.

If you're setting up a camera or doorbell for the first time, do the following:

1. Go to the Home app  on your iPad.
2. [Add the accessory](#) to the Home app.
3. In the Recognize Familiar Faces card, turn on Face Recognition, then tap Continue.
4. Choose who can access your photo library:
 - *Never*: Only faces you've added from clips in the Home app are recognized.
 - *Only Me*: Only the notifications you receive have the names of people in your photo library.
 - *Everyone in this Home*: The notifications for everyone in your home have the names of people in your photo library.
5. Tap Continue, then finish setting up the camera or doorbell.

If you have an existing doorbell or camera and want to use it to identify visitors, tap it on the Home app, tap , tap Face Recognition, then turn on Face Recognition. Tap your photo library, then choose who can access it.

Note: Notifications can appear on any of the devices associated with your Apple Account.

Identify recent visitors

You can use Face Recognition to help identify people that aren't in your photo library using a picture captured by your camera or doorbell.

1. Go to the Home app  on your iPad.
2. [With Face Recognition turned on](#), tap Home in the sidebar.
3. On the Home tab, tap the camera or doorbell, then tap .
4. Tap Face Recognition, tap an unidentified person listed below Recent, then tap Add Name.
5. Add the person's name or their relationship to you—Mom or Mail Carrier, for example.
6. Choose whether to be notified when they're seen by your camera or doorbell.

Note: People with a face mask don't appear in this list.

Share faces with your household

You can allow the members of your household to see the names of visitors identified in your photo library.

1. Go to the Home app  on your iPad.
2. [With Face Recognition turned on](#), tap , then tap Home Settings.
3. Tap Cameras & Doorbells, then tap Face Recognition.
4. Tap your photo library, then tap Everyone in this Home.

Configure a router in Home on iPad

You can use the Home app to make your smart home more secure by allowing a compatible router to control which services your HomeKit accessories can communicate with on your home Wi-Fi network and on the internet. HomeKit-enabled routers require that you have an Apple TV or HomePod set up as a home hub. See the [Home Accessories website](#) for a list of compatible routers.

Configure your router's settings

1. Go to the Home app  on your iPad.
2. Set up the router with the manufacturer's app on an iPhone or iPad.
3. Tap , then tap Home Settings.
4. Tap Wi-Fi Network & Routers.
5. Turn on HomeKit Accessory Security, tap an accessory, then choose one of these settings:
 - *Restrict to Home*: The router only allows the accessory to connect to your home hub.
This option may prevent firmware updates or other services.
 - *Automatic*: The router allows the accessory to connect to an automatically updated list of manufacturer-approved internet services and local devices.
 - *No Restriction*: The router allows the accessory to connect to any internet service or local device.
This provides the lowest level of security.

Invite others to control accessories in your home

In the Home app, you can invite other people to control all your smart accessories, or invite a guest to control some or all of your doors, locks, and security system accessories during specific times.

Note: Remote access and guest access require a home hub, such as a HomePod speaker or Apple TV 4K.

Invite residents to control accessories

Home Residents have local and optional remote access to all accessories in the home at any time.

1. Go to the Home app  on your iPad.
2. On the Home tab, tap , tap Add People, then tap Resident.
3. Tap  to choose people with an Apple Account from your contacts list, or enter their Apple Account email addresses in the To field.
4. Tap Invite.
5. Ask the invitee to do one of the following:
 - *In the notification*: (iPhone or iPad) Tap Accept.
 - *In the Home app*: (iPhone or iPad) Tap , tap Home Settings, then tap the invitee's name.
 - *On Apple TV*: Tap Show Me on Apple TV, then turn on one or more Apple TVs.

Invite guests to control accessories

Home Guests have local-only access to specific doors, locks, and security system accessories on a set schedule.

Note: Home Guests access requires iOS 18, iPadOS 18, or later.

1. Go to the Home app  on your iPad.
2. On the Home tab, tap , tap Add People, then tap Guest.
3. Tap  to choose people with an Apple Account from your contacts list, or enter their Apple Account email addresses in the To field.
4. Select any of the following for the guest schedule:
 - *Anytime*: The guest can access the selected accessories anytime.
 - *Specific Dates*: The guest can only access the selected accessories on the dates specified.
 - *Specific Days & Times*: The guest can only access the selected accessories on the days and during the times specified.
5. Select which doors, locks, and security system accessories the guest can access.
6. Tap Invite.
7. Ask the invitee to do one of the following:
 - *In the notification*: (iPhone or iPad) Tap Accept.
 - *In the Home app*: (iPhone or iPad) Tap , tap Home Settings, then tap the invitee's name.

Allow others to access your AirPlay-enabled speakers and TVs

1. Go to the Home app  on your iPad.
2. Tap , then tap Home Settings.
3. Tap Speaker & TV, then choose an option.

You can allow everyone, anyone on the same network, or only people you've invited to share the home. You can also require a password that allows speaker access. To learn more about HomePod speaker and Apple TV access, see the [HomePod User Guide](#) and [Apple TV User Guide](#).

Add more homes with iPad

You can add more than one physical space—a home and a small office, for example.

1. Go to the Home app  on your iPad.
2. Tap , then tap Add New Home.
3. Name the home, choose its wallpaper, then tap Save.
4. To switch to another home, tap , then tap the home you want.

iTunes Store

Get music, movies, and TV shows in the iTunes Store on iPad

Use the iTunes Store app to add music, movies, and TV shows to iPad.

Note: You need an internet connection to use the iTunes Store. The availability of the iTunes Store and its features varies by country or region. See the Apple Support article [Availability of Apple Media Services](#).

Find music in the iTunes Store

1. Go to the iTunes Store app  on your iPad.
2. Tap Music in the tab bar at the top, then do any of the following:
 - *Browse by category:* Scroll to see various categories.
 - *Choose a different genre:* Tap Genres at the top left of the screen, then select one to refine your browsing.
 - *See what's popular on iTunes:* Tap Top Charts in the tab bar at the top.
 - *Search:* Tap Search, enter what you're looking for, then tap Search on the keyboard.
3. Tap an item to see more information about it. You can preview songs, watch trailers for movies and TV shows, or tap  to do any of the following:
 - *Share a link to the item:* Choose a sharing option.
 - *Give the item as a gift:* Tap Gift.
 - *Add the item to your wish list:* Tap Add to Wish List.

Find movies and TV shows

You can now find and purchase movies and TV shows directly in the Apple TV app. See [Discover channels and apps](#). You can also navigate directly in the iTunes Store app.

1. Go to the iTunes Store app  on your iPad.
2. Tap Movies or TV Shows in the tab bar at the top.
3. Tap any of the following:
 - *Go to the Store:* Browse the Apple TV app to [buy, rent, or pre-order items](#).
 - *Go to Your Purchases:* Watch something from your Apple TV library. See [Manage your library in the Apple TV app](#).
 - *Go to Your Wish List:* See the items you have in your iTunes Store Wish List.

Buy and download content

1. Go to the iTunes Store app  on your iPad.
2. To buy an item, tap the price. If the item is free, tap Get.

If you see  instead of a price, you already purchased the item, and you can download it again without a charge.
3. If required, authenticate your [Apple Account](#) with Face ID, Touch ID, or your passcode to complete the purchase.
4. To see the progress of a download, tap Downloads.

Redeem or send an App Store & iTunes Gift Card

1. Go to the iTunes Store app  on your iPad.
2. Tap Music in the tab bar at the top, then scroll to the bottom.
3. Tap Redeem or Send Gift.

Get ringtones, text tones, and alert tones in the iTunes Store on iPad

In the iTunes Store app, you can purchase ringtones, text tones, and other alert tones for clock alarms and more.

Buy new tones

1. Go to the iTunes Store app  on your iPad.
2. If necessary, tap Music or Top Charts in the tab bar at the top, then tap Genres.
3. Tap Tones, then tap a category.
4. Tap a tone to see more information or play a preview.
5. To buy a tone, tap the price.

Tip: You can also search for tones—tap Search, enter what you’re looking for, then tap Search on the keyboard.

Redownload tones purchased with your Apple Account

If you bought tones on another device, you can download them again.

1. Go to Settings  > Sounds.
2. Below Sounds, tap any sound.
3. Tap Download All Purchased Tones. You might not see this option if you already downloaded all the tones that you purchased or if you haven’t purchased any tones.

Manage your iTunes Store purchases and settings on iPad

In the iTunes Store app, you can review and download music, movies, and TV shows purchased by you or other family members. You can also customize content restrictions for the iTunes Store in Settings.

Approve purchases with Family Sharing

With Family Sharing set up, the family organizer can review and approve purchases made by other family members under a certain age. See [Turn on Ask to Buy](#).

View and download music purchased by you or family members

1. Go to the iTunes Store app  on your iPad.
2. Tap Purchased in the tab bar at the top.
3. If you set up Family Sharing, tap My Purchases, then choose a family member to view their purchases.
Note: You can see purchases made by family members only if they choose to share their purchases.
4. Find the item you want to download, then tap .

To view and download movies or TV shows purchased by you or family members, see [Manage your library in the Apple TV app](#).

View your entire iTunes Store purchase history

To see a chronological list of the apps, songs, movies, TV shows, books, and other items purchased with your Apple Account, [view your iTunes Store purchase history](#).

In your purchase history, you can do any of the following:

- View when an order was billed to your account.
- View the date of a purchase.
- Resend email receipts.
- Report a problem with purchased content.

Set content restrictions

After you [turn on content and privacy restrictions](#), go to Settings  > Screen Time > Content & Privacy Restrictions > Store, Web, Siri & Game Center Content, then set any of the available restrictions. You can block explicit content, turn off music videos, restrict content by age-appropriate ratings, and more.

Magnifier

Use iPad like a magnifying glass

In the Magnifier app, you can use your iPad like a magnifying glass to zoom in on text or objects around you.



Magnify nearby text or objects

1. Go to the Magnifier app  on your iPad.
2. Point the iPad camera at the text or object you want to magnify, then drag the slider to zoom in or out.
3. You can also use any of the following default controls:
 - Tap  to switch between your default controls and custom sets of controls you've defined for recurring tasks or situations (called *activities*). See [Set your preferred controls for an activity](#).
 - Tap  to [temporarily freeze the frame](#).
 - Tap  to [add more controls](#), including [Detection Mode](#), or edit activities you've created.

Tip: Set up a shortcut to quickly open Magnifier from Control Center or by clicking aniPad button. See [Quickly turn accessibility features on or off](#)

Temporarily freeze the frame

You can temporarily capture what's in the frame, without saving it to Photos.

1. Go to the Magnifier app  on your iPad.
2. Tap , then do one of the following:
 - Tap  to [format text from a captured frame for easier reading](#).
 - Tap  for more options, such as sharing the captured frame or saving it to your photos.
 - Tap  to unfreeze the frame and return to the live Magnifier lens.

View text in a format for easier reading

If you capture a frame that contains text, you can view it in a format adapted for easier reading. You can adjust the font, size, and color of the text, or have it spoken out loud.

1. Go to the Magnifier app  on your iPad.
 2. Tap , then tap .
- Magnifier alerts you if no text is detected in the frame you captured.
3. Do any of the following:
 - *Change the appearance of the text:* Tap , then choose options for the font, size, and color of the text.
 - *Hear the text spoken out loud:* Tap , then tap Listen to Page.
 - *Return to the captured frame:* Tap .

Customize controls in Magnifier on iPad

You can choose and customize the controls that are shown in the Magnifier app.

Add or remove controls

1. Go to the Magnifier app  on your iPad.
2. Tap , then do any of the following:
 - *Add or remove Activities, Capture, or Detection Mode:* Tap [Activities](#), [Capture](#), or [Detect](#), then turn Show in Control Panel on or off.
 - *Add or remove other controls:* Tap  or  next to a control.

You can choose up to two primary controls. Primary controls appear on the main screen when you open Magnifier. If you add more than two controls, you can swipe up on the control panel at the bottom of the screen to access secondary controls.
 - *Reorder other controls:* Drag  next to a control to move it up or down.

Control	Description
 Brightness	Adjust the brightness.
 Cameras	Switch between the front and rear cameras.
 Contrast	Adjust the contrast.
 Filters	Apply a color filter. When you add the Filters control, you can select just the filters you use most often.
 Flashlight	Turn on the flashlight. <i>Note:</i> This option is available on iPad models with True Tone Flash .
 Focus Lock	Lock the magnifier focus.
 Zoom	Zoom in and out.

Set your preferred controls for an activity

You can save the controls you use for recurring tasks or situations, called *activities*, and switch between different activities as needed. For example, you could create an activity for reading a menu at a restaurant.

1. Go to the Magnifier app  on your iPad.
2. Tap , then tap Save as New Activity to create a new activity using the current controls.
3. Enter a name for the activity, then tap Done.

Detection Mode

Get live descriptions of visual information around you with Magnifier on iPad

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ipde-needs-review

If you're blind or have low vision, you can use Detection Mode in the Magnifier app on iPad to scan your surroundings and get live descriptions of the scenes detected in the camera view. Live descriptions are available as text or speech.

Important: Detection Mode should not be relied on in high-risk or emergency situations, in circumstances where you may be harmed or injured, or for navigation.

Get live descriptions of your surroundings

1. Go to the Magnifier app  on your iPad.
2. Double-tap the screen or tap  to start Detection Mode.
If you don't see , you can add it. See [Customize controls](#).
3. Touch and hold , then make sure Scenes is selected. You can also select any of the following:
 - *People:* See [Detect people around you using Magnifier](#).
 - *Doors:* See [Detect doors around you using Magnifier](#).
 - *Furniture:* See [Detect furniture around you using Magnifier](#).
 - *Text:* See [Detect text in the camera frame and have it read out loud](#).
 - *Point & Speak:* See [Point your finger at text to have it spoken](#).

Note: Detection of people, doors, and furniture is only available on [supported iPad models](#).

If you use VoiceOver, you can turn on Live Recognition from any screen on iPad, and get descriptions of your surroundings without going to the Magnifier app. See [Get live descriptions of your surroundings with VoiceOver](#).

Customize settings for live scene descriptions

1. Go to the Magnifier app  on your iPad.
2. Tap , then tap Detect.
3. Tap Scenes, then turn on any combination of Labels or Speech feedback.
4. To return to the live Magnifier lens, tap , tap it again, then tap Done.

Detect people around you using Magnifier on iPad

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ipde-needs-review

If you're blind or have low vision, you can use the Magnifier app on iPad to detect when people are nearby and get information about how close they are. This can be useful if you want to maintain a physical or social distance from others.

Important: Detection Mode should not be relied on in high-risk or emergency situations, in circumstances where you may be harmed or injured, or for navigation. Detection of people is only available on [supported iPad models](#).

Detect people near you

1. Go to the Magnifier app  on your iPad.
2. Double-tap the screen or tap  to start Detection Mode.
If you don't see , you can add it. See [Customize controls](#).
3. Touch and hold , then make sure People is selected.
4. Position iPad so the rear camera can detect people around you. When iPad detects a person nearby, you're notified with sounds, speech, or haptic feedback. The feedback becomes more frequent the closer the person is to you.
If you don't hear sound or speech feedback, make sure Silent mode isn't on. See [Adjust the volume](#).

Customize the settings for detecting people

1. Go to the Magnifier app  on your iPad.
2. Tap , then tap Detect.
3. Tap People, then customize any of the following:
 - *Units:* Choose Meters or Feet.
 - *Sound pitch distance:* Tap  or  to adjust the distance for sound feedback. When people are detected within this distance, the pitch of the sound feedback increases.
 - *Feedback:* Turn on any combination of Labels, Sounds, Speech, and Haptics. If you turn on Speech, iPhone speaks the distance between you and another person.
4. When you're finished, tap , tap it again, then tap Done.

Detect furniture around you using Magnifier on iPad

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ipde-needs-review

If you're blind or have low vision, you can use the Magnifier app on iPad to detect furniture around you. You can get information about how far you are from furniture, and when chairs or sofas are detected, find out if they're occupied.

Important: Detection Mode should not be relied on in high-risk or emergency situations, in circumstances where you may be harmed or injured, or for navigation. Detection of furniture is only available on [supported iPad models](#).

Detect furniture near you

1. Go to the Magnifier app  on your iPad.
2. Double-tap the screen or tap  to start Detection Mode.
If you don't see , you can add it. See [Customize controls](#).
3. Touch and hold , then make sure Furniture is selected.
4. Position iPad so the rear camera can detect furniture around you. When furniture is detected nearby, you're notified with sounds, speech, or haptic feedback. The feedback becomes more frequent as you get closer to the furniture.
If you don't hear sound or speech feedback, make sure Silent mode isn't on. See [Adjust the volume](#).

Customize the settings for detecting furniture

1. Go to the Magnifier app  on your iPad.
2. Tap , then tap Detect.
3. Tap Furniture, then customize any of the following:
 - *Units:* Choose Meters or Feet.
 - *Sound pitch distance:* Tap  or  to adjust the distance for sound feedback. When furniture is detected within this distance, the pitch of the sound feedback increases.
 - *Feedback:* Turn on any combination of Labels, Sounds, Speech, and Haptics. If you turn on Speech, iPad speaks the distance between you and the furniture.
 - *Announce Seat Occupancy:* Turn on Announce Seat Occupancy to get information about the number of people occupying chairs and sofas.
4. To return to the live Magnifier lens, tap , tap it again, then tap Done.

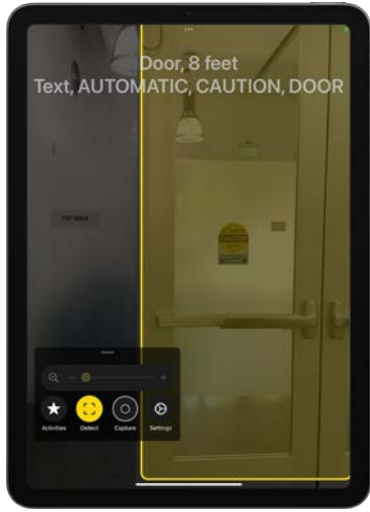
Detect doors around you using Magnifier on iPad

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ipde-needs-review

If you're blind or have low vision, you can use the Magnifier app on iPad to detect doors around you. You can get information about how far you are from the door and hear about the door's attributes, including how to open it.

Important: Detection Mode should not be relied on in high-risk or emergency situations, in circumstances where you may be harmed or injured, or for navigation. Detection of doors is only available on [supported iPad models](#).



Detect doors near you

1. Go to the Magnifier app  on your iPad.
2. Double-tap the screen or tap  to start Detection Mode.
If you don't see , you can add it. See [Customize controls](#).
3. Touch and hold , then make sure Doors is selected.
4. Position iPad so the rear camera can detect doors around you. When doors are detected nearby, you're notified with sounds, speech, or haptic feedback. The feedback becomes more frequent as you get closer to the door.
If you don't hear sound or speech feedback, make sure Silent mode isn't on. See [Adjust the volume](#).

Customize the settings for detecting doors

1. Go to the Magnifier app  on your iPad.
2. Tap , then tap Detect.
3. Tap Doors, then customize any of the following:
 - *Units*: Choose Meters or Feet.
 - *Sound pitch distance*: Tap  or  to adjust the distance for sound feedback. When a door is detected within this distance, the pitch of the sound feedback increases.
 - *Feedback*: Turn on any combination of Labels, Sounds, Speech, and Haptics. If you turn on Speech, iPad speaks the distance between you and the door.
 - *Color*: Select a color to outline detected doors.
 - *Door Attributes*: Turn on any combination of door attributes, such as the size of the detected door, how to open the door, and if the door is currently open.
 - *Door Decorations*: Turn on Door Decorations to get information about text and signs on or near the detected door, such as a sign for an accessible entrance or a restroom.
4. To return to the live Magnifier lens, tap , tap it again, then tap Done.

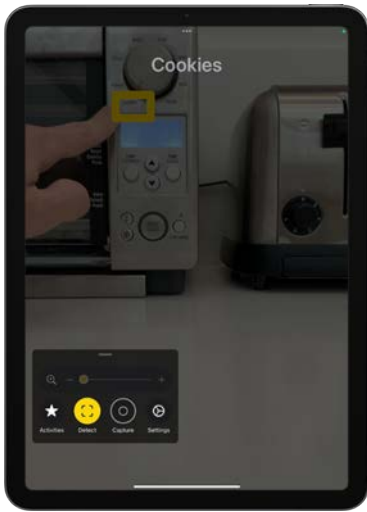
Detect text around you and have it read out loud using Magnifier on iPad

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ipde-needs-review

If you're blind or have low vision, you can use the Magnifier app to aim your iPad camera at nearby text and have it spoken out loud. You can even point your finger at the specific text you want spoken.

Important: Detection Mode should not be relied on in high-risk or emergency situations, in circumstances where you may be harmed or injured, or for navigation. Text Detection and Point and Speak are not available in all languages.



Detect text in the camera frame and have it read out loud

You can use the Magnifier app to detect text in the field of view of your iPad camera and have it read out loud.

1. Go to the Magnifier app  on your iPad.
2. Double-tap the screen or tap  to start Detection Mode.
If you don't see , you can add it. See [Customize controls](#).
3. Touch and hold , then make sure Text is selected.
4. Position iPad so the rear camera can detect text around you.
If you don't hear sound or speech feedback, make sure Silent mode isn't on. See [Adjust the volume](#).

Point your finger at text to have it spoken

You can use the Magnifier app to point your finger at text near you and have your iPad speak it out loud. This can be especially useful when you need to interact with an object that has text labels, such as a digital screen at a grocery store self-checkout, or dials, buttons, or keypads on household appliances or ATMs.

1. Go to the Magnifier app  on your iPad.
2. Double-tap the screen or tap  to start Detection Mode.
If you don't see , you can add it. See [Customize controls](#).
3. Touch and hold , then make sure Point & Speak is selected.
4. Position iPad so the rear camera can detect the text, then point your finger to identify which text to read.
If you don't hear sound or speech feedback, make sure Silent mode isn't on. See [Adjust the volume](#).

Customize settings for Text Detection or Point & Speak

1. Go to the Magnifier app  on your iPad.
2. Tap , then tap Detect. To detect text in other languages, turn on Detect Languages.
3. Tap Text or Point & Speak, then customize any of the following:
 - **Detection Feedback:** Turn on any combination of Labels and Speech. For Point & Speak, you can also turn on Sound and Haptic feedback.
 - **Location:** For Point & Speak, tap Under (to read text under your fingertip) or Above (to read text directly above your finger).
 - **Automatic Flashlight:** When your environment is too dark to detect text, have Magnifier turn the flashlight on for 10 seconds.
Note: This option is available on [iPad models with True Tone Flash](#).
 - **Border and Color:** For Point & Speak, outline the text you're pointing to in a color of your choice.
4. To return to the live Magnifier lens, tap , tap it again, then tap Done.

Text Detection and Point & Speak work with VoiceOver. See [Turn on and practice VoiceOver](#).

Set up shortcuts for Live Recognition on iPad

You can set up a shortcut to quickly start [Live Recognition](#) when VoiceOver is on. If VoiceOver is off, the shortcut opens the Magnifier app  in [Detection Mode](#).

- **Use a VoiceOver gesture:** When VoiceOver is on, triple-tap the screen with four fingers to turn Live Recognition on or off. To assign a different gesture, go to Settings  > Accessibility > VoiceOver > Commands > Touch Gestures.
- **Triple-click the top button or Home button:** Go to Settings  > Accessibility > Accessibility Shortcut, then select Live Recognition. See [Quickly turn accessibility features on or off](#).

Mail

Add or remove email accounts

Add and remove email accounts on iPad

To send and receive email using the Mail app , you need to add the email accounts you want to use. When you first open Mail, you're asked to set up an account. At any time, you can add additional email accounts to your iPad, or remove email accounts you no longer need.

Add an email account

You can add one or more email accounts to the Mail app so that you can receive all your email in one place and easily send email from any of your accounts.

1. Go to Settings  > Apps > Mail.
2. Tap Mail Accounts, then tap Add Account.
3. Tap the email service you want to use—for example, iCloud or Microsoft Exchange—then enter your email account information.

If your email service isn't listed, tap Other, tap Add Mail Account, then enter your email account information.

Note: If you set up multiple accounts, you can choose which account you want to send from when composing your email message. See [Send email in Mail](#).

Temporarily stop using an email account

If you want to temporarily stop sending and receiving email from an account on your iPad, you can turn it off in Settings. You can easily turn it back on at any time.

1. Go to Settings  > Apps > Mail.
2. Tap Mail Accounts, tap the email account you want to turn off, then do one of the following:
 - *Turn off an iCloud email account:* Tap iCloud, then turn off iCloud Mail.
 - *Turn off another email account:* Turn off Mail.

Tip: You can choose if you want to continue using other apps with this account—including Contacts, Calendars, and Reminders. Turn each individual app on or off.

Delete an email account

You can remove an email account from the Mail app and from all the apps that use it on your iPad.

Note: This action doesn't cancel the email account; it just removes it from your iPad. To close the account completely, visit your email account provider.

1. Go to Settings  > Apps > Mail.
2. Tap Mail Accounts, tap the email account you want to remove from your iPad, then tap Sign Out or Delete Account.

Note: If you change your mind later, you can add the email account back to your iPad. Follow the steps in [Add an email account](#).

Add the Mail app back to your Home Screen

If you don't see the Mail app on your Home Screen, you can find it in the App Library and add it back.

1. On the Home Screen, swipe left until you see the App Library.
2. Enter "Mail" in the search field.
3. Touch and hold , then tap Add to Home Screen.

To rearrange your Home Screen so it's just right for you, see [Move apps and widgets around](#).

Set up a custom email domain with iCloud Mail on iPad

When you subscribe to iCloud+, you can add up to five custom email domains and create email addresses for those domains on your iPad. You can then send and receive mail in the Mail app  on your iPhone, iPad, and Mac, in your Mail account on iCloud.com, and in an email app on a Windows device.

To learn more, see [Personalize iCloud Mail with a custom email domain and share with others](#) in the iCloud User Guide.

Note: Make sure you're signed in to the same [Apple Account](#) on each device. If you have devices where you're not signed in to your Apple Account or that have the Mail feature turned off, you won't be able to see your custom email domains and mail on those devices.



Add a custom email domain to iCloud Mail

You can add a custom email domain you already own to iCloud Mail, or buy a new one.

Note: You need to have a primary iCloud Mail address before you can add a custom email domain on iPad. See [Create a primary email address for iCloud Mail](#) in the iCloud User Guide.

1. Go to Settings > [your name] > iCloud > iCloud Mail, then make sure "Use on this iPad" is turned on.
2. Tap Custom Email Domain, then tap one of the following:
 - *Buy a Domain:* Choose this option if you don't yet have a custom domain. After you purchase it, you can create custom email addresses.
 - *Use a Domain You Own:* Choose this option if you already have a domain, and you want to use it with iCloud Mail. You can configure email addresses you already have at that domain, and create more.
3. Follow the onscreen instructions.

If you're adding a domain you already own, some registrars require you to change DNS records to set up your domain. See the Apple Support article [Set up an existing domain with iCloud Mail](#).

Import existing email messages

After you or a member of your Family Sharing group sets up a custom email domain for iCloud Mail, you can use iCloud.com to import existing email messages from your previous email provider (not available for all email providers). See [Import existing email messages to your custom iCloud Mail address](#) in the iCloud User Guide.

Create and delete email addresses

After you add a custom domain name, you can easily create and delete email addresses for that domain.

1. Go to Settings > [your name] > iCloud > iCloud Mail, then make sure "Use on this iPad" is turned on.
2. Tap Custom Email Domain, then tap the domain you want to make changes to.
3. Tap Manage Email Addresses, then do one of the following:
 - *Add a new email address:* Tap Create Email Address, enter the new address, then tap Continue.
 - *Delete an email address:* Swipe left on an email address, tap Delete, then tap Remove.
 - *Add People:* Tap to invite someone to your custom email domain.

Remove a custom email domain

If you no longer want to use a custom email domain, you can remove it using your iPad. When you remove a custom email domain, you can't send or receive email for any addresses at that domain in iCloud Mail.

1. Go to Settings > [your name] > iCloud > iCloud Mail, then make sure "Use on this iPad" is turned on.
2. Tap Custom Email Domain, then tap Edit next to Your Domains.
3. Tap , then tap Delete.
4. If you're moving your domain to a new provider, make sure to do the following:
 - Go to your domain registrar to update the domain records to your new email provider and remove iCloud-related records.
 - Set up any email addresses you want to continue using with your new provider.

Note: When you remove a custom email domain, you can still send and receive email from your primary @icloud.com address.

Allow all incoming messages to your domain

You can use your iCloud email address as a catch-all address. This allows you to receive all messages sent to your custom email domain, even if the exact address they were sent to hasn't already been created.

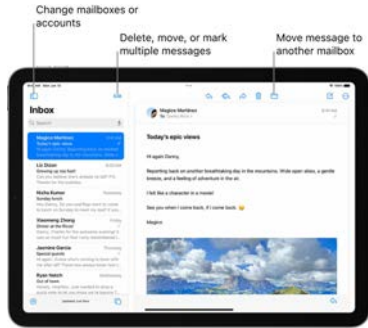
1. Go to Settings  > [your name] > iCloud > iCloud Mail.
2. Tap Custom Email Domain, then tap your custom domain.
3. Turn on Allow All Incoming Messages.

If the domain owner allows all incoming messages, any messages that aren't sent to an active email address go to the domain owner's inbox. If this setting isn't turned on, those messages are returned to the sender.

Note: Messages sent to deleted email addresses are automatically returned to the sender.

Check your email in Mail on iPad

In the Mail app, you can read emails, add contacts, and preview the contents of an email without opening it.



Read an email

1. Go to the Mail app  on your iPad.
2. From your mailbox list, tap the email you want to read.

Use Remind Me to come back to an email later

If you don't have time to handle an email right away, you can set a time and date to receive a reminder and bring a message back to the top of your inbox.

1. Go to the Mail app  on your iPad.
2. Tap an email, tap  at the bottom right of the email, tap Remind Me, then choose when to be reminded.

Tip: You can add Remind Me to the toolbar in the Mail app, to make it easier to access. See [Customize the Mail toolbar](#).

Preview an email and a list of options

If you want to see what an email is about but not open it completely, you can preview it.

1. Go to the Mail app  on your iPad.
2. From your mailbox list, touch and hold an email to preview its contents and see a list of options for replying, moving it, and more.

Show a longer preview for every email

In your mailbox lists, Mail displays two lines of text for each email by default. You can choose to see more lines of text without opening the email.

Go to Settings  > Apps > Mail > Preview (below Message List), then choose up to five lines.

Show the whole conversation

Go to Settings  > Apps > Mail, then turn on Organize by Thread (below Threading).

Note: You can also change other settings here—such as Collapse Read Messages or Most Recent Message on Top.

Show To and Cc labels in your Inbox

Go to Settings  > Apps > Mail, then turn on Show To/Cc Labels (below Message List).

You can also view the To/Cc mailbox, which gathers all mail addressed to you. To show or hide it, tap  in the upper-left corner of the Mail app, tap Edit above Mailboxes, then select "To or Cc."

Add someone to your contacts or make them a VIP

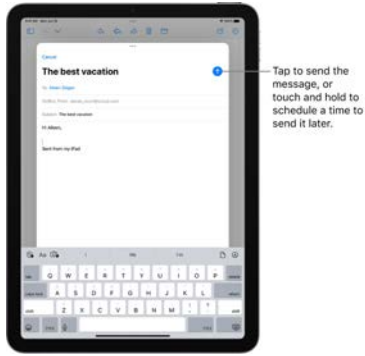
You can save someone to your contacts to easily find their email again in the future, or make them a VIP so any email you receive from them is automatically starred.

1. Go to the Mail app  on your iPad.
2. In an email, tap a person's name or email address, then do one of the following:
 - **Add to your contacts:** Tap Create New Contact or Add to Existing Contact.
You can add a phone number, other email addresses, and more.
 - **Add to your VIP list:** Tap Add to VIP.

Write and send email

Send email in Mail on iPad

You can write, send, and schedule email from any of your email accounts.



Write an email message

1. Go to the Mail app  on your iPad.

2. Tap .

3. Tap in the email, then type your message.

With the onscreen keyboard, you can tap individual keys. Or pinch closed with three fingers to use the smaller QuickType keyboard, then slide your finger from one letter to the next, lifting your finger only after each word.

4. To change the formatting, tap  above the keyboard.

You can change the font style and color of text, use a bold or italic style, add a bulleted or numbered list, and more.

5. Tap  to send your email.

Tip: You can create and add stickers to emails as you compose them. See [Add emoji, Memoji, and stickers](#).

Add recipients

1. Go to the Mail app  on your iPad.

2. Tap , tap the To field, then type the names of recipients.

As you type, Mail automatically suggests people from your Contacts, along with email addresses for people who have more than one email address.

You can also tap  to open Contacts and add recipients from there.

3. If you want to send a copy to other people, tap the Cc/Bcc field, then do any of the following:

- Tap the Cc field, then enter the names of people you're sending a copy to.
- Tap the Bcc field, then enter the names of people whose names you don't want other recipients to see.

Add a hyperlink to an email

1. In Safari  or another web browser, copy the URL of a webpage.
2. As you compose a message in Mail , highlight the text you want to link.
3. Tap Paste.

Edit a link in an email draft

1. Go to the Mail app  on your iPad.
2. In a message you're writing, tap a link or linked text, then tap .
3. Do any of the following:
 - *Show Link Preview*: Change the hyperlinked text to a rich embedded website preview image.
 - *Open Link*: Go to that website in a web browser.
 - *Edit Link*: Change the URL of the link.
 - *Remove Link*: Delete the link from your email draft.
 - *Edit Text Description*: Change the text that's linked.

Capture an email address from a photo

You can use Live Text to interact with an email address printed on a business card, poster, and more using the Photos app on iPad. This allows you to quickly begin emails without entering an address manually.

1. Go to the Photos app  on your iPad.
2. Open a photo, then tap the email address you want to capture.

3. After the yellow frame appears around detected text, tap .
4. Tap or use the grab points to select the email address, then tap New Mail Message.

Tip: You can use the same Live Text feature to capture an email address using the Camera app. See [Use Live Text](#).

Schedule an email with Send Later

1. Go to the Mail app  on your iPad.
 2. In an email you're writing, touch and hold , then choose when you want to send the email.
- To see more options, tap Send Later.

Automatically send a copy to yourself

Go to Settings  > Apps > Mail, then turn on Always Bcc Myself (below Composing).

Send an email from a different account

If you have more than one email account, you can specify which account to send email from.

1. Go to the Mail app  on your iPad.
2. In your email draft, tap the Cc/Bcc, From field.
3. Tap the From field, then choose an account.

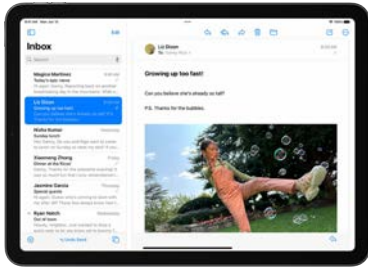
Unsend email with Undo Send in Mail on iPad

You can change your mind and unsend an email in the Mail app . You can also set a delay for all emails to give yourself a little more time to unsend them.

Undo a sent email

You have 10 seconds to change your mind after you send an email.

Tap Undo Send at the bottom of the email list to pull back the email.



Delay sending emails

You can give yourself a little more time to change your mind and unsend emails by setting a delay.

Go to Settings  > Apps > Mail, tap Undo Send Delay, then choose a length of time to delay outgoing email messages.

Reply to and forward emails in Mail on iPad

You can reply to and forward emails in the Mail app.

Reply to an email

1. Go to the Mail app  on your iPad.
2. Tap in the email, then do one of the following:
 - *Reply to just the sender:* Tap .
 - *Reply to the sender and the other recipients:* Tap .
3. Type your response, then tap  to send.

Quote some text when you reply to an email

When you reply to an email, you can include text from the sender to clarify what you're responding to.

1. Go to the Mail app  on your iPad.
2. In the sender's email, touch and hold the first word of the text, then drag to the last word. (See [Select, cut, copy, and paste text](#).)
3. Tap , tap Reply, then type your message.

Note: To turn off the indentation of quoted text, go to Settings  > Apps > Mail > Increase Quote Level (below Composing), then turn off Increase Quote Level.

Forward an email

You can send an email forward to new recipients.

1. Go to the Mail app  on your iPad.

2. Tap in the email, then tap ➦.

If there are attachments in the original email—like photos or documents—you can decide whether to include them in the forwarded email. Choose Include or Don't Include.

3. Enter the email addresses of the new recipients.
4. Tap in the email, then type your response. The forwarded message appears below.

Follow up on emails

If you send a message and don't receive a response for several days, the email automatically moves back to the top of your inbox to help you remember to follow up.

To turn off Follow Up Suggestions, go to Settings  > Apps > Mail, then turn off Follow Up Suggestions.

Set up an automatic reply in Mail

On [iCloud.com](https://www.icloud.com), you can set up an automatic reply to respond to incoming email messages or automatically forward messages to another inbox. See [Set up an automatic reply in Mail on iCloud.com](#).

Save a draft in Mail on iPad

You can save a draft to finish later, or look at existing emails while you're writing a new one.

Save a draft for later

1. Go to the Mail app  on your iPad.
2. In an email you're writing, tap Cancel, then tap Save Draft.
To resume work on an email you saved as a draft, touch and hold , then select a draft.

Tip: You can also hand off unfinished emails between your iPad and your Mac. See [Hand off tasks between devices](#).

Look at another email while you're writing one

1. Go to the Mail app  on your iPad.
2. Tap ... at the top of an email you're writing.
3. Tap Slide Over to move the draft to the side so you can see your inbox.
4. You can continue editing your draft on the side, or tap ... at the top of your draft, then tap Full Screen to center the email message.

If you have more than one email waiting to be finished, tap the bottom of the screen to see them all.

View all your current email drafts

If you have multiple email accounts, you can use the All Drafts mailbox to view thumbnails of your recent drafts along the bottom of the screen.

1. Go to the Mail app  on your iPad.
2. Tap  in the upper-left corner.
3. Tap Edit at the top of the list.
4. Tap Add Mailbox, then turn on the All Drafts mailbox.

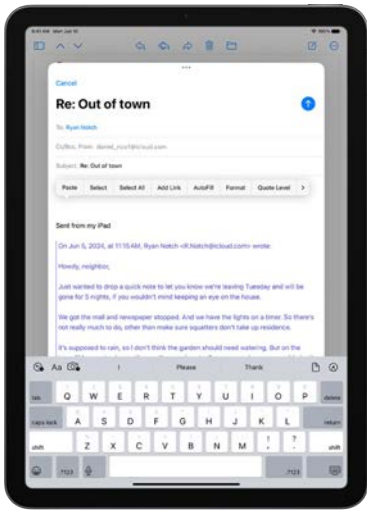
While you're working on a draft, swipe down. Tap any thumbnail to open the draft, then continue editing.



Work with attachments

Add email attachments in Mail on iPad

You can attach photos, videos, and documents to an email. You can also scan a paper document and send it as a PDF attachment, or draw directly in an email and send the drawing as an attachment. Depending on the file size, the attachment might appear inline with the text in the email or as  at the end of the email.



Attach a photo, video, or document to an email

You can attach and send documents, videos, and photos in your emails for recipients to easily download and save.

1. Go to the Mail app  on your iPad.
2. Tap in the email where you want to insert the attachment, then do one of the following:
 - **Attach a document:** Tap  above the keyboard, then locate the document in [Files](#).
In Files, tap Recent, Shared, or Browse then tap a file, location, or folder to open it.
 - **Attach a saved photo or video:** Tap  above the keyboard, tap Photo Library, then choose a photo or video. Tap  to return to the email.
 - **Take a new photo or video and attach it to the email:** Tap  above the keyboard, tap Take Photo or Video, then take a new photo or video. Tap Use Photo or Use Video to insert it into your email, or tap Retake if you want to reshoot it.

Note: If your file exceeds the maximum size allowed by your email account, follow the onscreen instructions to send it using Mail Drop. See the Apple Support article [Mail Drop limits](#).

Scan and attach a document to an email

You can scan a paper document and send it as a PDF.

1. Go to the Mail app  on your iPad.
2. Tap in the email where you want to insert the scanned document, then tap  above the keyboard.
3. Tap Scan Document., then position iPad so that the document page appears on the screen—iPad automatically captures the page.
To capture the page manually, tap  or press a volume button. To turn the flash on or off, tap .
4. Scan additional pages, then tap Save when you're done.
5. To make changes to the saved scan, tap it, then do any of the following:
 - **Crop the image:** Tap .
 - **Apply a filter:** Tap .
 - **Rotate the image:** Tap .
 - **Delete the scan:** Tap .

Create and attach a drawing to your email

You can draw in an email to demonstrate ideas that are hard to put into words. Your drawing is added to the email as an attachment for recipients to view and download.

1. Go to the Mail app  on your iPad.
2. Tap in the email where you want to insert a drawing, then tap  above the keyboard to show the Markup toolbar.
3. Choose a drawing tool and color, then write or draw with your finger.
See [Write and draw in documents with Markup](#).
4. When you're finished, tap Done, then tap Insert Drawing.

To resume work on a drawing, tap the drawing in the email, then tap Markup.

Download email attachments in Mail on iPad

You can download attachments that are sent to you in email or easily search for emails with attachments in your mailboxes.

Download an attachment sent to you

1. Go to the Mail app  on your iPad.
2. Touch and hold the attachment, then choose Save Image or Save to Files.

If you choose Save Image, you can find it later in the Photos app. If you choose Save to Files, you can find it later in the Files app.



Tip: To open the attachment with another app, tap Share , then choose the app.

Quickly fill out forms you receive in Mail

You can use AutoFill to quickly fill out forms you receive in the Mail app, and then send the form back to the original sender without leaving Mail.

1. Go to the Mail app  on your iPad.
2. In the email, tap the attachment to open the document.
3. Tap , then tap a blank field to enter text using the onscreen keyboard.
4. To fill out another line, tap it, then enter text.
5. Tap Done, then tap Reply to [name].

Find emails with attachments

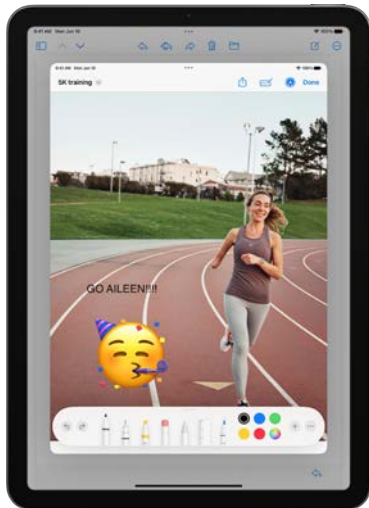
If you're having trouble finding an attachment someone sent you, you can filter your emails to show only those with attachments.

1. Go to the Mail app  on your iPad.
2. In a mailbox, tap  to turn on filtering.
3. Tap "Filtered by," then turn on Only Mail with Attachments.

Tip: You can also show emails with attachments from all accounts in one mailbox. To set up the attachment mailbox, tap  at the top left to view your mailboxes, tap Edit, then select Attachments. The attachments mailbox appears in the mailboxes list with your other mailboxes.

Annotate email attachments on iPad

In the Mail app, you can give feedback on a draft, decorate a photo, and more. You can also draw and write on a photo, video, or PDF attachment, then save or send it back.



1. Go to the Mail app  on your iPad.
2. In the email, tap the attachment, then tap .
3. Using the drawing tools, draw with your finger.
4. When you're finished, tap Done, then choose to reply to the attachment sender, start a new message, save the annotated attachment to your files, or discard your edited attachment.

Set email notifications on iPad

You can change your Mail notification settings and choose which mailboxes and email threads to receive notifications from.

Mute email notifications

To reduce interruptions from busy email threads, you can mute notifications from messages in a conversation.

1. Go to the Mail app  on your iPad.
2. Open an email in the conversation.
3. Tap  in the bottom-right corner, then tap Mute.

To specify what you want done with emails you muted, go to Settings  > Apps > Mail > Muted Thread Action, then select an option.

Tip: You can add the Mute button to the Mail toolbar to make it easier to access. See [Customize the Mail toolbar](#).

Receive notifications about replies to an email or thread

You can set up mail notifications that let you know when you receive emails in your favorite mailboxes or from your VIPs.

1. Go to the Mail app  on your iPad.
2. Do any of the following:
 - *When reading an email:* Tap  in the bottom-right corner, then tap Notify Me.
 - *When writing an email:* Tap the Subject field, tap  in the Subject field, then tap Notify Me.

To change how notifications appear, go to Settings  > Notifications > Mail, then tap an alert style to turn it on or off.

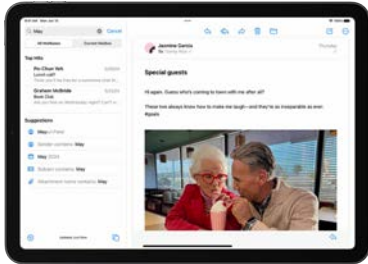
Change your Mail notifications

1. Go to Settings  > Apps > Mail.
2. Tap Notifications, then make sure that Allow Notifications is on.
3. Tap Customize Notifications, then tap the email account you want to make changes to.
4. Select the settings you want, like Alerts or Badges. When you turn on Alerts, you have the option to customize your sounds by changing the alert tone or ringtone.

You can set times when you want to allow notifications from the Mail app. See [Change notification settings](#).

Search for email in Mail on iPad

You can search for emails using different criteria.



Search for text in an email

1. Go to the Mail app  on your iPad.
2. Swipe down from the middle of a mailbox to reveal the search field.
3. Tap the search field and type the text you're looking for.
4. Choose between searching all mailboxes or the current mailbox above the results list.
5. Tap search, then tap an email in the results list to read it.

Mail searches the address fields, the subject, the email body, documents, and links. The most relevant emails appear in Top Hits above the search suggestions as you type.

Tip: To quickly find travel booking confirmations for flights and hotels, enter the three-letter airport code or the city name.

Search by timeframe

1. Go to the Mail app  on your iPad.
2. Tap the search field of a mailbox list.
3. Enter a timeframe, like "September," then tap  to see all emails from that timeframe.

To narrow the search, tap the search field again, then enter a keyword, like "meeting."

Search by email attributes

1. Go to the Mail app  on your iPad.
2. In a mailbox, tap the search field.

Before you begin typing, you may see suggested recent searches, recent documents, and links listed.

3. Enter your search criteria, then tap one of the listed items, or do any of the following:

- *Find all flagged emails:* Enter “flag” in the search field, then tap Flagged Messages below Other.
- *Find all unread emails:* Enter “unread” in the search field, then tap Unread Messages below Other.
- *Find all emails with attachments:* Enter “attachment” in the search field, then tap Messages with Attachments below Other.

Organize email in mailboxes on iPad

You can manage your email in mailboxes.

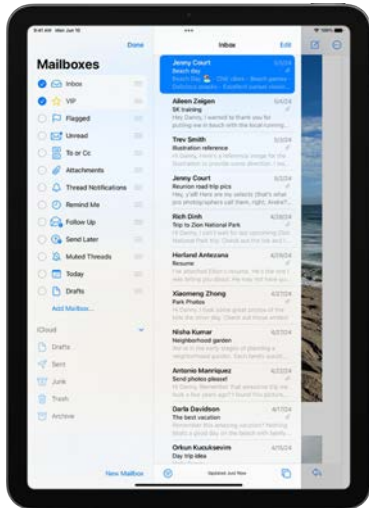
Manage an email with a swipe

While viewing an email list, you can use a simple swipe to move individual emails to the Trash, mark them as read, and more.

1. Go to the Mail app  on your iPad.
2. In an email list, do any of the following:
 - *Reveal a list of actions:* Slowly drag an email to the left until the menu appears, then tap an item.
 - *Quickly use the rightmost action:* Swipe all the way to the left.
 - *Reveal other actions:* Swipe right.

To choose the actions you want to appear in the menus, go to Settings  > Apps > Mail > Swipe Options (below Message List).

Organize your mail with mailboxes



You can choose which mailboxes to view, reorder your mailboxes, create new ones, or rename or delete mailboxes. (Some mailboxes can't be changed.)

1. Go to the Mail app  on your iPad.
2. To organize your mailboxes, tap  in the upper-left corner.
3. Tap Edit, then do any of the following:
 - *View mailboxes:* Select the checkboxes next to the mailboxes you want to include in the mailboxes list.
 - *Reorder mailboxes:* Touch and hold  next to a mailbox until it lifts up, then drag it to the new position.
 - *Create a new mailbox:* Tap New Mailbox in the lower-right corner, then follow the onscreen instructions.
 - *Rename a mailbox:* Tap the mailbox, then tap the title. Delete the name, then enter a new name.
 - *Delete a mailbox:* Tap the mailbox, then tap Delete Mailbox.

Move or mark multiple emails

1. Go to the Mail app  on your iPad.
2. While viewing a list of emails, tap Edit.
3. Select the emails you want to move or mark by tapping their checkboxes.

To select multiple emails quickly, swipe down through the checkboxes.
4. Tap Mark, Move, or Trash at the bottom of the screen.

If you change your mind, immediately swipe left with three fingers to undo.

View emails from one account at a time

If you use multiple email accounts with the Mail app, you can use the mailboxes list to view emails from one account at a time.

1. Go to the Mail app  on your iPad.

2. Tap  in the upper-left corner, then tap a mailbox below the email account you want to access.

Each mailbox listed below a particular email account only displays emails from that email account. For example, to view only emails sent from your iCloud account, tap iCloud, then tap Sent.

Move an email to Junk

1. Go to the Mail app  on your iPad.
2. Tap an email, then tap  in the bottom-right corner, then tap Move to Junk.

Flag and filter email

Flag or block emails in Mail on iPad

You can flag important emails, create flagged mailboxes, and flag emails from VIPs. You can also block emails from specified senders.

Flag an email

You can flag an important email to make it easier to find later. An email you flag remains in your Inbox and also appears in the Flagged mailbox.

1. Go to the Mail app  on your iPad.
2. Open the email, tap  in the bottom-right corner of the email, then tap Flag.
3. To choose a color for the flag, tap a dot.

To change or remove a flag, open the email, tap  in the bottom-right corner of the email, then tap another color, or tap Unflag .

Flags you add to an email appear on that email in Mail on all your Apple devices where you're signed in to the same [Apple Account](#).

Tip: You can add the Flag button to the Mail toolbar to make it easier to access. See [Customize the Mail toolbar](#).



Create a Flagged mailbox

You can add a Flagged mailbox so all your flagged emails are easily accessible in one location.

1. Go to the Mail app  on your iPad.
2. Tap  in the upper-left corner.
3. Tap Edit, then select Flagged.

Flag emails from your VIPs

Add important people to your VIP list, so their emails appear with a VIP flag and in the VIP mailbox. See [Add someone to your contacts or make them a VIP](#).

Block email from specified senders

You can block an email address to prevent a particular sender from emailing you in the future.

1. Go to the Mail app  on your iPad.
2. Tap an email from the sender you want to block.
3. Tap their email address, then select Block this Contact.

Filter emails in Mail on iPad

You can use filters to temporarily show only certain emails—the ones that meet all the criteria you select in the filter list. For example, if you select Unread and Only Mail with Attachments, you see only unread emails that have attachments.

You can also specify which email accounts are visible in Mail when a particular Focus is on.

Filter emails

1. Go to the Mail app  on your iPad.
2. Tap  in the bottom-left corner of a mailbox list.
Note: When reading an email on iPad in Portrait orientation, tap  to display the email list with  at the bottom.
3. Tap "Filtered by," then select or turn on the criteria for emails you want to view.
4. Tap  in the bottom-left corner to hide emails that don't match the current filters. Tap again to turn the filter off.

To turn off all filters, tap . To turn off a specific filter, tap "Filtered by," then deselect it.

Match a mail account to a Focus

You can choose which email accounts to receive notifications from when a Focus is on. For example, you can set a filter to show only your work email account and its notifications when your Work Focus is on.

1. Go to Settings  > Focus, then tap a Focus.
If you don't see the Focus option you want, tap . See [Set up a Focus](#).
2. Tap Add Filter below Focus Filters, then tap Mail.
3. Select the accounts you want to see in your inbox during that Focus.

Mail privacy and security

Use Hide My Email in Mail on iPad

When you subscribe to iCloud+, Hide My Email lets you send and receive email messages that forward to your real email account, to keep your real email address private. You can also generate unique email addresses on demand in the Mail app.

Send an email with Hide My Email

1. Go to the Mail app  on your iPad.
2. Tap .
3. Add a recipient and subject for your email.
Note: You can only send a message using Hide My Email to one recipient at a time.
4. Tap the From field, tap it again, then tap Hide My Email.
5. Tap  to send your email.

Tip: When the recipient replies to an email you sent with Hide My Email, their reply forwards to your real email address. To set a Forward To address, see [Create and manage Hide My Email in Settings](#).

Reply to an email using Hide My Email

When you receive an email to one of your unique, random addresses, you can reply using the same address. This allows you to continue the conversation and keep your real email address private. To reply, do the following:

1. Go to the Mail app  on your iPad.
2. Tap the email, then tap  above the email.
3. Type your response.

You can tap the From field to view the email address the recipient sees.

Manage the addresses generated by Hide My Email

You can create, deactivate, reactivate, and manage the random addresses you create with Hide My Email. See [Create and manage Hide My Email in Settings](#).

Use Mail Privacy Protection on iPad

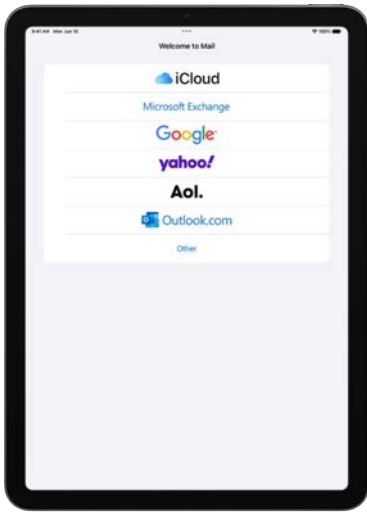
In the Mail app , turn on Mail Privacy Protection to make it harder for senders to learn about your Mail activity. Mail Privacy Protection hides your IP address so senders can't link it to your other online activity or determine your exact location. It also prevents senders from seeing if you've opened the email they sent you.

1. Go to Settings  > Apps > Mail.
2. Tap Privacy Protection, then turn on Protect Mail Activity.

Note: When you subscribe to iCloud+, you can also use Hide My Email to generate unique, random email addresses that forward to your personal email account, so you don't have to share your personal email address when filling out forms on the web or signing up for newsletters. See [Use Hide My Email](#).

Change your Mail settings on iPad

You can adjust your preferences for the Mail app  in Settings. Customize your email signature, mark addresses outside specific domains, and more.



Customize your Mail settings

1. Go to Settings  > Apps > Mail.
2. Adjust any of the following settings:
 - *Mail Accounts:* [Add and remove email accounts.](#)
 - *Siri & Search:* Allow [Siri](#) to make suggestions across apps based on the way you use Mail. You can also allow suggestions and content from Mail to appear in [Search](#) and [widgets](#).
 - *Default Mail App:* Choose the email app for new emails you draft outside of a specific app, such as emails you create using Siri.
 - *Message List:* Change settings for your message list, such as showing To/Cc labels, choosing the length of email previews, and customizing swipe options.
 - *Messages:* Turn on [Privacy Protection](#), Ask Before Deleting, and Follow Up Suggestions.
 - *Threading:* Turn on Organize by Thread to group emails in a conversation together in your message list. Adjust other settings for how threads appear and muting threads.
 - *Composing:* Customize settings for writing emails such as including attachments with replies, showing link previews, and more.
 - *Undo Send Delay:* Set a time period of up to 30 seconds to allow yourself to [unsend a message](#).

Customize your email signature

You can customize the email signature that appears automatically at the bottom of every email you send.

1. Go to Settings  > Apps > Mail.
 2. Tap Signature (below Composing)
 3. Tap the text field, then edit your signature.
- You can only use text in your Mail signatures.

Tip: If you have more than one email account, tap Per Account to set a different signature for each account.

Mark addresses outside certain domains

When you're addressing an email to a recipient who's not in your organization's domain, you can have the recipient's name appear in red to alert you.

1. Go to Settings  > Apps > Mail.
 2. Tap Mark Addresses (below Composing).
 3. Enter the domains that are in your organization—ones that you don't want marked in red.
- You can enter multiple domains separated by commas (for example, "apple.com, example.org").
- The names of recipients in domains outside your organization appear in red, whether you send them an email or receive one from them.

Customize the Mail toolbar

You can choose which buttons are visible at the top of the Mail app, to keep the actions most useful to you front and center.

1. Go to the Mail app  on your iPad.
2. Tap , then tap Customize Toolbar.
3. Drag buttons to add or remove them from the toolbar.

Delete and recover emails in Mail on iPad

<__ Type="Do not translate" class="__ GenerativeKeywords">

ipde-needs-review

You can delete or archive emails you no longer need. If you change your mind, you can recover deleted emails.

Delete emails

There are multiple ways to delete emails. Do any of the following:

1. Go to the Mail app  on your iPad.
2. Do any of the following:
 - *While viewing an email:* Tap  above the email.
 - *While viewing the email list:* Swipe an email left, then choose Trash.
To delete the email in a single gesture, swipe it all the way to the left.
 - *Delete multiple emails at once:* While viewing a list of emails, tap Edit, select the emails you want to delete, then tap Trash.
To select multiple emails quickly, swipe down through the checkboxes.

To turn off the deletion confirmation, go to Settings  > Apps > Mail, then turn off Ask Before Deleting (below Messages).

If you change your mind, immediately swipe left with three fingers to undo.

Recover a deleted email

1. Go to the Mail app  on your iPad.
2. Tap  or  in the upper-left corner to view your mailboxes, then tap  next to the email account.
3. Tap , then tap the email you want to recover.
4. Tap , then select a mailbox to move the email to.

Tip: To easily see deleted emails across all your accounts, you can add a mailbox with deleted emails across all your accounts. Tap Mailboxes at the top left, tap Edit at the top of the list, then select the All Trash mailbox.

Archive instead of delete

You can archive emails in the Archive mailbox. (You can still choose to delete emails, even if you set up an Archive mailbox.)

1. Go to Settings  > Apps > Mail.
2. Tap Mail Accounts, then do one of the following:
 - *If you're using an iCloud email account:* Tap iCloud, tap iCloud again, tap iCloud Mail, then tap Mailbox Behaviors.
 - *If you're using another email account:* Tap an email account, tap your email account, then tap Advanced.
3. Select Archive Mailbox (below Move Discarded Messages Into).

Decide how long to keep deleted emails

With some email clients, you can set how long deleted emails stay in the Trash mailbox.

1. Go to Settings  > Apps > Mail.
2. Tap Mail Accounts, then do one of the following:
 - *If you're using an iCloud email account:* Tap iCloud, tap iCloud again, tap iCloud Mail, tap iCloud Mail Settings.
 - *If you're using another email account:* Tap your email provider, then tap your email account.
3. Tap Advanced, then tap Remove.
4. Select a time interval.

Note: Some email services might override your selection; for example, iCloud doesn't keep deleted emails longer than 30 days, even if you select Never.

Add a Mail widget to your iPad Home Screen

Widgets show you current information from your favorite apps at a glance. On iPad, you can add a Mail widget and customize which mailbox it shows on your Home Screen. Choose between displaying recent unread emails, new emails from your VIPs, or any other mailbox.

To add a Mail widget, see [Add, edit, and remove widgets](#).

Print an email or attachment in Mail on iPad

In the Mail app, print an email or an attachment.

Print an email

1. Go to the Mail app  on your iPad.
2. In the email, tap  in the bottom-right corner, then tap Print.

Print an attachment or picture

1. Go to the Mail app  on your iPad.

2. Tap an attachment to view it, tap [Share](#), then choose Print.

Use keyboard shortcuts in Mail on iPad

With the Mail app, you can quickly accomplish many tasks using keyboard shortcuts if your iPad is connected to an [Apple external keyboard](#).

To view available keyboard shortcuts, connect your keyboard, then press and hold the Command key.

Note: Keyboard shortcuts in apps may vary depending on the language and keyboard you're using on your iPad.

Maps

View maps on iPad

You can find your location on a map and zoom in and out to see the detail you need.

On [supported models](#) and in select cities, Maps provides enhanced detail for elevation, roads, trees, buildings, landmarks, and more. (For availability, see Detailed City Experience on the [iOS and iPadOS Feature Availability website](#).)



WARNING: For important information about navigation and avoiding distractions that could lead to dangerous situations, see [important safety information](#).

Allow Maps to use your location

To find your location and provide accurate directions, iPad must be connected to the internet, and Location Services must be on.

If Maps displays a message that Location Services is off, tap the message, tap Turn On in Settings, then turn on Location Services.

When using features on Wi-Fi + Cellular models, cellular data rates may apply. See [View or change your cellular data account](#).

Note: To get useful location-related information in Maps, leave Significant Locations turned on in Settings > Privacy & Security > Location Services > System Services. See [Find nearby attractions, restaurants, and services](#).

Show your current location

Tap .

Your position is marked in the middle of the map. The top of the map is north. To show your heading instead of north at the top, tap . To resume showing north, tap  or .

See [Search for places](#) to navigate from your current location to another.

Choose the right map

The button at the top right of a map indicates if the current map is for exploring , driving , riding transit , or satellite view . You can change the map type at any time.

1. Go to the Maps app  on your iPad.
2. Tap the button at the top right.
3. Choose another map type, then tap .

You can get [driving](#), [cycling](#), [walking](#), and [transit](#) or [get traffic and weather info](#) directions in Maps.

Move, zoom, or rotate a map or globe

1. Go to the Maps app  on your iPad.
2. Do any of the following:
 - *Move around in a map:* Drag the map.
 - *Zoom in or out:* Double-tap (leaving your finger on the screen after the second tap), then drag up to zoom in or drag down to zoom out. Or pinch open or closed on the map.
 - *Rotate the map:* Touch and hold the map with two fingers, then rotate your fingers.
To show north at the top of the screen after you rotate the map, tap .

Add your input

You can add your experiences and observations to the Maps app to help other users. You can:

- [Report an issue](#).
- [Report traffic incidents](#).
- [Rate places](#).

Maps features vary by region and country.

Note: Apple is committed to keeping personal information about your location safe and private. Read more about Apple's commitment: go to Settings > Apps > Maps, then tap About Apple Maps & Privacy. You can also [clear your location history](#) or [delete recent directions](#).

Explore 3D maps or a globe on iPad

While exploring any location on a map, you can rotate the map to see an area with extra dimensions.

On [supported models](#) and in select cities, Maps provides enhanced detail for elevation, roads, trees, buildings, landmarks, and more. (For availability, see Detailed City Experience on the [iOS and iPadOS Feature Availability website](#).)

View a 3D map

1. Go to the Maps app  on your iPad.
2. To turn a 2D map into a 3D map, do one of the following:
 - Drag two fingers up.
 - On the Satellite map, tap 3D near the top right.
 - On [supported models](#) and in select cities, tap 3D near the top right. (See Detailed City Experience on the [iOS and iPadOS Feature Availability website](#).)
3. While looking at a 3D map, you can do any of the following:
 - *Adjust the angle:* Drag two fingers up or down.
 - *See buildings and other small places in 3D:* Zoom in.
 - *Return to a 2D map:* Tap 2D near the top right.



View the Earth with an interactive 3D globe

1. Go to the Maps app  on your iPad.
2. Zoom out until the map changes to a globe.
3. Drag the globe to rotate it, or zoom in or out to explore details for mountain ranges, deserts, oceans, and more (on [supported models](#)).

Maps features vary by region and country.

Get directions

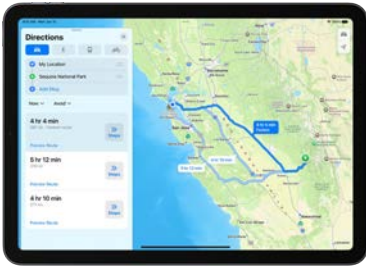
Get travel directions in Maps on iPad

You can get travel directions using the Maps app, the Maps widget, Siri, or other devices. You can also get them on your Mac before you leave.

Important: To get directions, iPad must be connected to the internet, and [Location Services must be turned on](#). On Wi-Fi + Cellular models, cellular data rates may apply. See [View or change your cellular data account](#).

Get directions

1. Go to the Maps app  on your iPad.
2. Touch and hold anywhere on the map or enter a location in the search field.
3. Tap Directions or the travel mode button (, , , or ).
4. Do one of the following:
 - *If your starting point is My Location:* Tap Go for the route you want to take. As you travel along your route, Maps speaks turn-by-turn directions to your destination.
 - *If your starting point is another location:* Tap Steps for the route you want to take.



Use the Maps widget

To get directions to a likely destination from the Home Screen or Today View, [add the Maps widget](#).

Use Siri to get directions

You can keep focused on the road by using Siri to get directions. And by listening to turn-by-turn spoken directions, you can follow driving, cycling, and walking directions without even looking at your iPad.

Say something like:

- "Get directions to the nearest coffee shop"
- "Find a charging station"
- "Give me directions home"

[Learn how to use Siri](#)

Send directions from your Mac to your iPad

Before a big trip or a day of cycling, you can plan your route on your Mac and then share the details to your iPad. You need to be [signed in to the same Apple Account](#) on both your Mac and your iPad.

1. Go to the Maps app  on your Mac.
2. Create a route for your trip.
See [Plan a route on your Mac](#) in the Maps User Guide.
3. Choose File > Share > Send to [your device].

You can also use Handoff to send directions from iPad to Mac. See [Hand off tasks between devices](#).

Change or add stops to your route in Maps on iPad

While following driving or cycling directions, you can add places to stop along your route.

Note: Directions for multiple stops are available in select countries and regions.



Change the starting point or destination

1. Go to the Maps app  on your iPad.
2. [Get directions](#).
3. Do one of the following:
 - *Switch the starting point and destination:* Touch and hold  for the starting location, then drag it below the destination.
 - *Choose a different starting point or destination:* In the Directions list, tap either the start or destination, then [use the search field](#) or a recent search result to find and select a different location.

Create a multistop driving route

You can add up to 14 stops along your route.

1. Go to the Maps app  on your iPad.
2. [Get driving directions](#), then do one of the following:
 - Tap Add Stop, then [search](#) for the place you want to stop.
 - [Zoom in and move](#) the map, tap a place (for example, a landmark or business), then tap Add Stop in the place card.
3. To reorder the stops, touch and hold  for the stop, then drag it to a new position in the list.

If you didn't tap Go yet, your selected stop appears as the final destination in your directions.

Add a stop while following driving or cycling directions

If you have an iPad with Wi-Fi + Cellular, you can add stops on the way to your destination while following directions.

1. Go to the Maps app  on your iPad.
2. Get [driving](#) or [cycling](#) directions.
3. Tap the route card at the bottom of the screen.
4. Tap Add Stop, then tap a category (or, if driving, [search](#) for the place you want to stop).
5. Select a place to stop, then tap Add or Add Stop.

Your route is updated, and the chosen destination is the next stop.

If you're cycling and you decide not to take the detour, tap Resume Route at the top of the screen.

If you didn't tap Go yet, your selected stop appears as the final destination in your directions. Touch and hold  for the stop, then drag it ahead of your final destination.

Delete a stop from your driving directions

1. Go to the Maps app  on your iPad.
2. [Create a multistop driving route.](#)
3. Do one of the following:
 - *Before you tap Go:* Swipe left on any stops you want to delete, then tap Delete.
 - *After you tap Go:* Tap the route card at the bottom of the screen, then tap  next to the stop.

End directions before you arrive

Say something like: "Stop navigating." [Learn how to use Siri.](#)

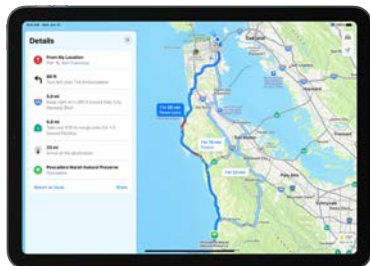
Or without using Siri:

1. Go to the Maps app  on your iPad.
2. Tap the card at the bottom of the screen, then tap End Route.

Note: Directions for multiple stops are available in select countries and regions.

View a route overview or a list of turns in Maps on iPad

While following driving, cycling, transit, and walking directions, you can get an overview of your route and a list of upcoming turns.



Get an overview of your route

If you have an iPad with Wi-Fi + Cellular, you can zoom out to see your entire route onscreen, from the starting point to the destination.

1. Go to the Maps app  on your iPad.
2. [Get directions.](#)
3. Tap .

To return to turn-by-turn directions, tap .

View a list of upcoming directions

If you have an iPad with Wi-Fi + Cellular, you can see directions in a list.

1. Go to the Maps app  on your iPad.
2. [Get directions.](#)
3. Tap anywhere on the route card *except* the Go button.
4. Scroll down to see more directions.
5. When finished, tap .

Share a route with someone

1. Go to the Maps app  on your iPad.

2. [Get directions](#).
3. Tap anywhere on the route card *except* the Go button.
4. Scroll to the bottom of the card, tap Share, then choose a way to share the route.
5. Tap Done.

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings  > Apps > Maps. See [View or change your cellular data account](#).

Change settings for spoken directions in Maps on iPad

You can turn off spoken directions, adjust their volume, change their voice or language, and more.

Turn spoken directions on or off

You can turn spoken directions on or off after you've started following a set of directions.

1. Go to the Maps app  on your iPad.
2. [Get directions](#), then tap the Go button to begin following them.
3. Tap the audio button on the map (for example, ), then choose an option.

Button	Description
	All directions are spoken.
	Only driving alerts are spoken.
	No directions are spoken.

Note: If you start with a location other than My Location, you see a Steps button instead of Go, and no directions are spoken.

Change the volume for spoken directions

You can change the default volume for spoken directions while following them.

1. Go to the Maps app  on your iPad.
2. Get [driving](#), [cycling](#), or [walking](#) directions, then tap the Go button to begin following them.
3. Tap , tap Voice Volume, then choose Softer or Louder.

Tip: You can also change the default volume in Settings  > Apps > Maps. Tap Spoken Directions, then choose an option below Voice Volume.

Hear spoken directions in a different language or voice

1. Go to Settings  > Siri.
2. Change any of the following:
 - *Language:* Tap Language, then tap a language to select it as your primary Siri language.
 - *Voice:* Tap Voice, then tap to hear the different options.

See [Use Siri](#).

Change other settings for spoken directions

1. Go to Settings  > Apps > Maps.
2. Tap Spoken Directions, then turn on or off the following options:
 - *Directions Pause Spoken Audio:* Turn on this setting to pause spoken audio (like podcasts and audio books) when you receive spoken directions.
 - *Directions Wake Device:* Turn on this setting to wake the iPad display when you receive spoken directions while following driving or cycling directions.
 - *Directions on Radio:* On supported cars, turn on this setting to hear spoken directions when you're listening to the radio.

To use turn-by-turn spoken directions, your iPad must be connected to the internet, and [Location Services](#) must be turned on. Cellular data rates may apply. See [View or change your cellular data account](#).

Turn-by-turn spoken directions are available in select countries and regions. See the [iOS and iPadOS Feature Availability website](#).

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings  > Apps > Maps. See [View or change your cellular data account](#).

Get driving directions in Maps on iPad

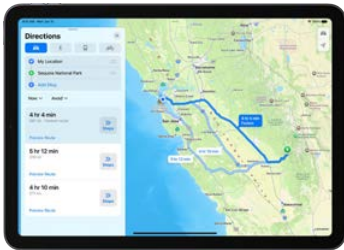
You can get detailed driving directions to your destination.

When you drive in select cities, you see enhanced details for crosswalks, bike lanes, buildings, and a street-level perspective that helps you find the right lane as you approach complex interchanges ([supported models](#)).

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings  > Apps > Maps. See [View or change your cellular data account](#).

Get driving directions

1. Go to the Maps app  on your iPad.
2. Touch and hold anywhere on the map or enter an address in the [search](#) field, then tap Directions or .
3. Tap Go or Steps for the route you want to take.



Say something like: “Give me driving directions home.” [Learn how to use Siri](#).

Estimate travel time for a future departure or arrival

1. Go to the Maps app  on your iPad.
2. [Get driving directions](#).
3. Tap Now, select a time or date for departure or arrival, then tap Done.

The estimated travel time may change based on predicted traffic.

Avoid tolls or highways

1. Go to the Maps app  on your iPad.
2. [Get driving directions](#).
3. Tap Avoid (below the destination), choose your options, then tap Apply.

Show or hide the compass or the speed limit

If you have an iPad with Wi-Fi + Cellular:

1. Go to Settings  > Apps > Maps.
2. Tap Driving (below the destination), then turn Compass or Speed Limit on or off.

Turn-by-turn spoken directions require iPad with Wi-Fi + Cellular to be connected to the internet, and [Location Services must be turned on](#). Cellular data rates may apply. See [View or change your cellular data account](#).

Turn-by-turn spoken directions and directions for multiple stops are available in select countries and regions. See the [iOS and iPadOS Feature Availability website](#).

Report traffic incidents in Maps on iPad

You can report accidents, hazards, speed checks, and road work, and you can report when they're cleared (Wi-Fi + Cellular only; features vary by region and country).

Apple evaluates incoming incident reports. When there's a high level of confidence in the reports, incident markers—such as for hazards  and accidents —are displayed (or cleared) for other Maps users too.

Note: Speed checks, where supported, aren't displayed with incident markers. Instead, notifications for speed checks appear when you [follow turn-by-turn driving directions](#).

Report traffic incidents

Say something like:

- “Report an accident”

- "There's something on the road"
- "There's a speed check here"

[Learn how to use Siri](#)

Or without using Siri:

1. Go to the Maps app  on your iPad.
 2. Do one of the following:
 - *When following turn-by-turn driving directions:* Tap the route card at the bottom of the screen, tap Report an Incident, then choose an option.
 - *When not following directions:* Tap your picture or initials next to the search field, then tap Reports. Tap Report a New Issue, tap Report an Incident, then choose an option.
- If neither your picture nor initials appear, tap Cancel next to the search field, or tap the search field, then tap Cancel.

Report on the status of a hazard or accident

A map may display hazard  and accident  markers. When you're near the incidents in select countries or regions, and if you have an iPad with Wi-Fi + Cellular, you can report whether they cleared.

Say something like: "The hazard is gone" or "Clear the accident." [Learn how to use Siri.](#)

Or without using Siri:

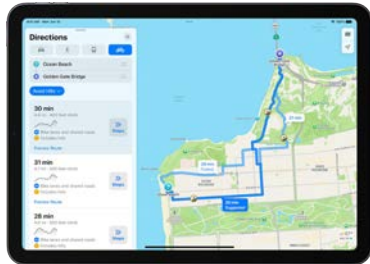
1. Go to the Maps app  on your iPad.
 2. Tap the incident marker.
 3. Tap Cleared or Still Here.
- (You can't clear reports of speed checks.)

Note: Some features for Wi-Fi + Cellular models are available in select countries and regions and require a cellular data plan and Cellular Data turned on in Settings  > Apps > Maps.

Get cycling directions in Maps on iPad

You can get detailed cycling directions. Maps offers routes on bike paths, bike lanes, and bike-friendly roads (when available). You can preview the elevation for your ride, check how busy a road is, and choose a route that best avoids hills.

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings  > Apps > Maps.



Note: Cycling directions are available in select areas. Features vary by country and region. See the [iOS and iPadOS Feature Availability website](#).

Get cycling directions

1. Go to the Maps app  on your iPad.
2. Touch and hold anywhere on the map or enter an address in the [search](#) field, then tap Directions or .
3. Tap Go or Steps for the route you want to take.

You can also say something like: "Give me cycling directions home." [Learn how to use Siri.](#)

Avoid hills or busy roads

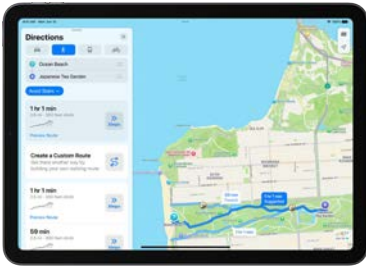
1. Go to the Maps app  on your iPad.
2. [Get cycling directions.](#)
3. Tap Avoid (below the destination), choose your options, then tap Apply.

Turn-by-turn spoken directions on Wi-Fi + Cellular models are available in select countries and regions. See the [iOS and iPadOS Feature Availability website](#).

Get walking directions in Maps on iPad

You can get detailed walking directions to your destination. You can preview the elevation for your walk and choose a route that best avoids hills, stairs, and busy roads.

Note: Features for Wi-Fi + Cellular models require a cellular data plan and Cellular Data turned on in Settings  > Apps > Maps.



Get walking directions

1. Go to the Maps app  on your iPad.
2. Touch and hold anywhere on the map or enter an address in the [search](#) field, then tap Directions or .
3. Tap Go or Steps for the route you want to take.

You can also say something like: “Give me walking directions home.” [Learn how to use Siri.](#)

For thousands of trails in parks across the U.S., you can find out their length, preview elevation information, see photos, and more. See [Browse and save hikes](#).

Avoid hills, busy roads, or stairs

1. Go to the Maps app  on your iPad.
2. [Get walking directions.](#)
3. Tap Avoid (below the destination), choose your options, then tap Apply.

Note: Turn-by-turn spoken directions on Wi-Fi + Cellular models are available in select countries and regions. See the [iOS and iPadOS Feature Availability website](#).

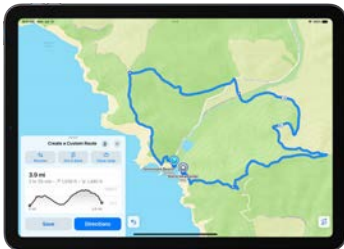
Save walks or hikes in Maps on iPad

You can customize a walking path to plan a hike, an exercise route, or a city tour. In U.S. national parks, you can browse hikes and filter them by length, elevation, and route type. You can also save the routes—along with any notes you add—to access when you’re offline.

Note: Availability may vary by country or region.

Create your own walking or hiking route

1. Go to the Maps app  on your iPad.
2. To select a starting point on the map, touch and hold any road, path, trail, or other place accessible by walking to drop a pin, tap More⁺, then tap Create a Custom Route.
3. Tap other points along your route to choose a path, then tap Out & Back or Close Loop to complete your route.



4. Do one of the following:
 - *Navigate to the starting point:* Tap Directions (available near the start of the route).
 - *Start turn-by-turn walking directions:* Tap Go (available if you’re not near the route).
 - *Save the route for later:* Tap Save, name the route and add notes (optional), then tap Done.

Tip: Make sure Download Route is turned on if you want to access the route and the surrounding map even when you don’t have access to an internet connection.

Browse and save hikes

You need to be online to search for hikes.



1. Go to the Maps app  on your iPad.
2. Make sure you're in the Explore map, indicated by  at the top right of your map. See [Choose the right map](#).
3. Search for "hikes in [national park name]," then tap the search result.
4. To narrow down your choices, tap the filters—such as All Lengths or All Route Types. Swipe to see more options.
5. Tap to open the hike, tap Add to Library, name the hike and add notes (optional), then tap Done.

You can also do one of the following instead of saving the hike to your library:

- *If you're near the start of the route:* Tap Directions if you want to navigate to the trailhead.
- *If you're not near the route:* Tap Go to start turn-by-turn walking directions.



Tip: Make sure Download Route is turned on if you want to access the route and the surrounding map on your iPad when you don't have access to an internet connection.

Get transit directions in Maps on iPad

You can get detailed transit directions to your destination, including departure times, connection information, and fare amounts.



Note: Public transportation information is available in select countries and regions. See the [iOS and iPadOS Feature Availability website](#).

Plan for a future departure or arrival time

1. Go to the Maps app  on your iPad.
2. [Get transit directions](#).
3. Tap Now (below the destination), select a time or date for departure or arrival, then tap Done.

Get transit directions

1. Go to the Maps app  on your iPad.
2. Touch and hold anywhere on the map or enter an address in the [search](#) field, then tap Directions or .
3. Tap Prefer (below the destination), then select the transit methods you want to use.
4. Tap Go or Steps for the route you want to take.

You can also say something like: "Give me transit directions to the Ferry Building." [Learn how to use Siri](#).

Show cash fares

In some countries and regions, fares are listed for the suggested routes.

1. Go to the Maps app  on your iPad.
2. [Get transit directions](#).
3. Tap Transit Card Fares (below the destination), then tap Cash Fares.

See nearby transit departures

You can get one-tap access to the departure times for stops and stations near you.

1. Go to the Maps app  on your iPad.
2. Tap , then tap Nearby Transit to add it to your library.
3. Tap Nearby Transit, then tap a nearby stop to see schedules and delays (when available.)
4. Touch and hold an individual stop or line, then tap Pin to add it to your library.

Tip: Swipe right to pin a line to the top of the screen.

See major transit lines

1. Go to the Maps app  on your iPad.
2. With a map showing, tap the button at the top right.
3. Select Transit, then tap .

Get traffic and weather info in Maps on iPad

You can view traffic conditions and find out about the weather and air quality.

Find out about traffic conditions

1. Go to the Maps app  on your iPad.
2. With a map showing, tap the button at the top right, choose Driving or Satellite, then tap .
3. To get an incident report, tap an incident marker.

Markers indicate incidents such as:

- Hazards 
- Road closures 
- Road construction 
- Accidents 

You can [report traffic incidents](#).

Note: Traffic conditions and information are available in select areas. Features vary by country and region. See the [iOS and iPadOS Feature Availability website](#).

Find out about the weather and the air quality

1. Go to the Maps app  on your iPad.
2. Zoom in on a map until the weather icon appears in the lower-right corner; the icon shows the current conditions for that area. In some regions, the air quality index (AQI) also appears in the lower-right corner.
3. To get the hourly forecast, touch and hold the weather icon. Tap the hourly forecast to get a multiday forecast in the Weather app.

If you don't want to get air quality or weather information in Maps, go to Settings  > Apps > Maps, then turn off Air Quality Index or Weather Conditions.

Note: Air quality and weather data are available in select areas. Features vary by country and region.

Estimate your travel and arrival time in Maps on iPad

Your iPad can predict how long it may take you to get to a destination, and you can share your estimated time of arrival (ETA) while following driving, cycling, and walking directions.

Note: Available in select areas. Features vary by country and region.

Predict travel time

You can see how long it may take to reach a destination when following a suggested set of directions. When you're driving or taking transit, iPad bases the prediction on traffic patterns, and you can see how the travel time changes depending on when you plan to leave.

1. Go to the Maps app  on your iPad.
2. [Search for the place](#) you want to go, tap a result, then tap the [directions button](#).
If you're driving or taking transit, the time to your destination is based on current traffic conditions.
3. To see how long it may take you to travel later, tap Now, tap "Leave at" or "Arrive by," enter a date and time, then tap Apply.

The time to your destination is calculated according to typical, expected traffic patterns.

Share your estimated time of arrival (ETA)

Say something like: "Share my ETA." [Learn how to use Siri](#).

Or without using Siri:

1. Go to the Maps app  on your iPad.
2. [Search for the place](#) you want to go, then tap Go.
3. Tap the route card at the bottom of the screen, then tap Share ETA.

If you don't see Share ETA, make sure you turned it on in Settings  > Apps > Maps.

4. Choose one or more suggested contacts, or tap Open Contacts to find a contact.
5. To share your ETA with more contacts, tap "Sharing with" at the bottom of the screen, then tap to add contacts.

You can also use the Messages, Find My, and Contacts apps to share your location with others. See [Share your location in Messages](#), [Share your location in Find My](#), or [Edit contacts](#).

Stop sharing your ETA

1. Go to the Maps app  on your iPad.
2. Open the route card for a trip in progress.
3. Tap "Sharing with" at the bottom of the screen, then tap Stop Sharing ETA below each contact's name.

Automatically share your ETA to a pin

When you add a contact to a pinned place in your library, that contact automatically receives your ETA whenever you start turn-by-turn navigation to that location.

1. Go to the Maps app  on your iPad.
2. Touch and hold the pin, then tap Edit Details.
3. Tap Add Person, search for a contact, then tap to add them.
4. Tap Done.
5. Tap the pinned location, then tap Go to start sharing your ETA.

Your location, route, and ETA are viewable until you arrive.

Turn off ETA sharing

1. Go to Settings  > Apps > Maps.
2. Scroll down, then turn off Share ETA.

Note: Some Maps features on iPad models with Wi-Fi + Cellular require a cellular data plan and Cellular Data turned on in Settings > Apps > Maps. Standard carrier data and text rates may apply. See [View or change your cellular data account](#).

People using iOS 13.1, iPadOS 13.1, or later receive a Maps notification with your ETA, and they can track your progress in Maps. People using earlier versions receive the notification through iMessage. People using other mobile devices receive an SMS message.

Download offline maps on iPad

You can save a map of an area and use it when your iPad is offline.

Even when you can't access Wi-Fi or cellular service, you can view information like hours and ratings on place cards, get turn-by-turn directions for driving, walking, cycling, or riding transit, and see your estimated time of arrival.

Note: Offline maps are available in select areas. Features vary by country and region. Automatic Updates is on by default.



Download maps

1. Go to the Maps app  on your iPad.
2. Do one of the following:
 - Touch and hold the map until a pin marker appears, then tap Download.
 - Tap your picture or initials next to the search field, tap Offline Maps, tap Download New Map, then enter a location in the search field or tap Current Location.
3. Adjust the selected area, then tap Download.

To reduce the size of the map you download, select a smaller area.

Downloaded maps update automatically, unless you change your settings.

Open or edit a map you downloaded

Any maps you [download to use offline](#) appear in your list of offline maps.

1. Go to the Maps app  on your iPad.
2. Tap your picture or initials next to the search field, then tap Offline Maps.
3. Do any of the following:
 - *Open a map:* Tap its name.
 - *Rename a map:* Swipe left on the map, then tap Rename.
 - *Change the area covered by a map:* Tap the map's name, then tap Resize on the image of the map.

Control map data downloads

You can change your settings—like when to download or update a map—depending on your data storage needs and preferences.

1. Go to the Maps app  on your iPad.
2. Tap your picture or initials next to the search field, then tap Offline Maps.
3. Do any of the following:
 - *Download over cellular:* Tap Wi-Fi Only, then tap to select Wi-Fi + Cellular.
 - *Use online maps:* Turn off Only Use Offline Maps.
 - *Manually update maps:* Tap Update All. (To update just one map, tap the map you want to update, then tap Update.)
 - *Automatically update all maps:* Turn on Automatic Updates.

Remove downloaded maps

You can remove downloaded maps to free up storage space on your iPad.

1. Go to the Maps app  on your iPad.
2. Tap your picture or initials next to the search field, then tap Offline Maps.
3. Do one of the following:
 - *Manually remove a map:* Swipe left on the map, then tap Delete.
 - *Automatically delete unused maps:* Turn on Optimize Storage.

Find places

Search for places in Maps on iPad

You can search for addresses, landmarks, services, and more.

Search for a place

Say something like: “Show me the Golden Gate Bridge.” [Learn how to use Siri.](#)

Or you can tap the search field (at the top of the card), then begin typing.



You can search in different ways. For example:

- Intersection (“8th and Market”)
- Area (“Greenwich Village”)
- Landmark (“Guggenheim”)
- Zip code (“60622”)
- Business (“movies,” “restaurants San Francisco CA,” “Apple Inc New York”)

If you get a list of results, scroll the list to see more. To learn about a place or get directions to it, tap a search result.

Display, lengthen, or shorten the card

If you don't see a search field, tap  at the top right of the card.

To resize the card, drag the top of the card up or down.

Add places and notes to your library in Maps on iPad

You can find pins, places, guides, and routes in one place: your library in the Maps app. Add your own personal notes—visible only to you—to saved places, or pin your most frequently visited places for easier access.

Save a place to your library

1. Go to the Maps app  on your iPad.
2. While looking at a place card, do one of the following:
 - Tap . It turns to .
 - Tap , then tap Add to Library.

Add notes to a place

You can read the notes you add to a place at any time, but they aren't visible to others if you share the place.

1. Go to the Maps app  on your iPad.
2. While looking at a place card, tap , then tap Add a Note.
3. Write something, then tap Done.

Adding a note to a place saves the place to your library.

Add a pin to your library

You can pin frequently visited places for easier access in Maps and CarPlay. They appear as icons in your library and also under Pinned.



1. Go to the Maps app  on your iPad.
2. Below Library, tap  (you may have to swipe left), then search for or tap a suggestion. You can also [drop a pin](#).
3. If the pins are for your Home, Work, or School, you can do any of the following:
 - *Assign it to a type*: Select Home, Work, or School.
 - *Sync to My Card*: Tap Add to Contact Card.

See [Edit a pin](#).

Remove a place from your library

1. Go to the Maps app  on your iPad.
2. Below Library, tap , then tap Places.
3. Tap , then tap Delete From Library.

If you're in the place card, tap . It returns to .

Removing a place from your library deletes any personal [notes you added](#) to it.

Mark a location with a pin in Maps on iPad

You can use pins to mark places so you can more easily find those locations later.



Drop a pin

You can drop a pin to share a location with someone else, or to start or end your route at a location that isn't already marked on the map. Only one pin appears at a time, unless you save them to your library.

1. Go to the Maps app  on your iPad.
2. Touch and hold the map until a pin marker appears.
To refine the location, tap Move, then drag the map.
3. Tap Pin. To mark several places with pins, save each pin as you drop it.

To get directions to the pin, tap the pin, then tap the [directions](#) button.

Tip: To note your current location when you don't have the Maps app open, touch and hold the Maps icon on the Home Screen, then choose Mark My Location. See [Perform quick actions](#).

Share a pin

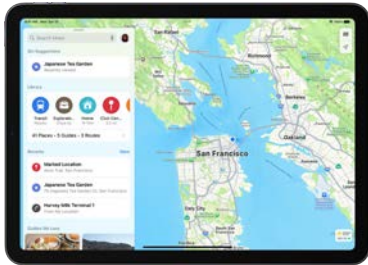
1. Go to the Maps app  on your iPad.
2. Do one of the following:
 - Touch and hold the map until a pin marker appears.
 - Below Library, tap >, tap Pinned, then tap the pin.
3. Tap  (at the top of the card), then choose how you want to share it.

Get the latitude and longitude of a pin

1. Go to the Maps app  on your iPad.
2. Below Library, tap >, tap Pinned, then tap the pin.
3. Swipe up to Coordinates (below Details).
4. Touch and hold the coordinates, then tap Copy.

See your saved pins

Pins appear as a row of icons in your library when you open the Maps app.



Edit a pin

1. Go to the Maps app  on your iPad.
2. Below Library, tap >, then tap Pinned.
3. Tap , then do any of the following:
 - *Change the name of the pin:* Tap in the Label field.
 - *Assign it to your Home, Work, or School address:* Choose an option below Type.
 - *Change the location of the pin:* Tap "Refine Location on the Map."

Note: If you change your Home, Work, or School address after you're prompted to sync Maps to My Card, you may need to update your address in both Maps and Contacts. See [Add a pin to your library](#) and [Complete or edit My Card](#).

Remove a pin

1. Go to the Maps app  on your iPad.
2. Tap your picture or initials next to the search field, then tap Favorites.
3. Swipe left on the pinned location, then tap Delete.

To delete a dropped pin on the map, touch and hold the marker, then tap Remove Pin.

Share places in Maps on iPad

You can share places with others. For example, you can send a message or email to show people where to meet you.

Tip: To share your current location when you don't have the Maps app open, just touch and hold Maps on the Home Screen, then tap Send My Location. See [Perform quick actions](#).

1. Go to the Maps app  on your iPad.
2. Tap a place on the map or a search result.
3. Tap  (at the top of the place card), then choose an option.

You can also touch and hold the place, then tap Share Location.

Rate places and add photos in Maps on iPad

You can provide ratings and photos of places you visit to help other Maps users.

Your ratings and photos appear everywhere you're [signed in to the same Apple Account](#).



Note: The Apple Ratings and Photos feature is available in select areas. Features vary by country and region.

Rate a place

1. Go to the Maps app  on your iPad.
2. Tap a place on the map or a search result.
3. Depending on the location, either tap Ratings or Rate (near the top of the place card) or scroll down to Rate This Place, then do any of the following:
4. Tap  or  for the available categories, then tap Done.

You can edit your ratings later if you change your mind.

Add photos for a place

1. Go to the Maps app  on your iPad.
2. Tap a place on the map or a search result.
3. To credit yourself for the photos you contribute, using either your name or a nickname, tap Photo Credit, then turn on Show Credit. If desired, you can enter a nickname for yourself. (The photo credit option you choose applies to all photos you previously submitted and continue to submit.)
4. Tap Add Your Photos, then follow the onscreen instructions.

To upload your photos to Apple, you need to have an [Apple Account](#).

Note: If you don't see ratings categories or the Rate button, you can't add a photo.

Share your photos publicly

You can allow companies to use the photos that you add to Maps in their own products and services.

1. Go to Settings  > Apps > Maps.
2. Turn on Allow Photo Providers to Use Your Photos.

Photos you share include location data, but not your identity. If you turn this setting off, photo providers may no longer use your photos. (It may take a few days to take effect.)

Edit your photos for a place

You can add and remove photos, add or remove your photo credit, and provide a nickname for your photo credit.

1. Go to the Maps app  on your iPad.
2. Below Library, tap , then tap Places.
3. Tap the place whose photos you want to edit.
4. Select one of your rated places, then do one of the following:
 - *Submit another photo:* Tap Add.
 - *Remove a photo:* Tap Your Photos, select the photo, tap , then tap Delete Your Photo.
 - *Change your photo credit:* Tap Your Photos, select the photo, tap , then tap Change Photo Credit. The photo credit option you choose applies to all photos you previously submitted and continue to submit.

Stop getting ratings and photos suggestions

You may receive suggestions in Maps to submit a rating or photo if you recently visited or took a photo of a point of interest. These suggestions use on-device processing and can't be read by Apple. If you don't want to receive these suggestions, you can turn them off.

1. Go to Settings  > Apps > Maps.
2. Turn off Show Ratings and Photos Suggestions.

Organize places with custom guides in Maps on iPad

You can organize places into your own guides for easy reference, and you can share your guides with others.



See your favorites

A guide called Favorites always appears in your guides. This makes it easier for you to save places to a guide.

1. Go to the Maps app  on your iPad.
2. Below Library, tap , tap Guides, then tap Favorites.

Tip: You can pin any places that you want to see in your library when you open Maps. See [Add a pin to your library](#).

Create a guide

1. Go to the Maps app  on your iPad.
2. Below Library, tap , then tap Guides.
3. Tap .
4. Enter a name for the guide, then tap  to add an image from your photo library.
5. Tap Create.

Add a place to a guide

1. Go to the Maps app  on your iPad.
2. Tap a place on the map or a search result.
3. In a place card, tap , then tap Add to Guides.
4. Choose one of your guides, enter a name for the location, then tap Save.

You can also add Publisher Guides to your guides. See [Explore places with guides](#).

Share a guide

1. Go to the Maps app  on your iPad.
2. Below Library, tap , tap Guides, then tap the guide you want to share.
3. Tap  at the bottom of the guide card, tap Share Guide, then choose an option.

Edit a guide that you created

For any guide that you create, you can supply a cover image, change the title, and remove places.

1. Go to the Maps app  on your iPad.
2. Below Library, tap , tap Guides, then tap the guide you want to edit.
3. Tap Edit at the bottom of the guide card.
4. Make your changes, then tap  at the top right of the guide card.

Remove a guide

1. Go to the Maps app  on your iPad.
2. Below Library, tap , then tap Guides.
3. Swipe left on the guide you want to remove, then tap Delete.

Find nearby attractions, restaurants, and services in Maps on iPad

You can find nearby attractions, services, and more.



Find a nearby attraction, restaurant, or service

Say something like: "Find a gas station" or "Find coffee near me." [Learn how to use Siri.](#)

Or without using Siri:

1. Go to the Maps app  on your iPad.
2. Tap the search field, then do one of the following:
 - Tap a category like Grocery Stores or Restaurants below Find Nearby.
 - Enter something like "playgrounds" or "parks" in the search field, then tap the Search Nearby result.

Tip: You can also touch and hold the Maps app icon  on the Home Screen, then tap Search Nearby. See [Perform quick actions](#).

Depending on what you're looking for, you may be able to apply more search criteria, tap a suggestion to get additional information, and more.

3. To change the nearby area, drag the map.

To get recommendations for where to eat, shop, and explore in great places around the world, see [Explore places with guides](#).

Note: Nearby suggestions are available in select countries and regions. See the [iOS and iPadOS Feature Availability website](#).

Find your way around an airport or shopping mall

1. Go to the Maps app  on your iPad.
2. Do one of the following:
 - *Before you get there:* [Search](#) for the airport or mall in Maps, then tap Indoor Map if it appears in the search result. Or drag the map to show it, zoom in, then tap Look Inside.
 - *When you're at the airport or mall:* Open Maps, tap , then tap Look Inside.
3. To find nearby services, tap a category (like Food, Restrooms, or Gates).
To get more information about a result, tap it.
4. To get a map of a different floor, tap the button showing the floor level (zoom in if the button doesn't appear).

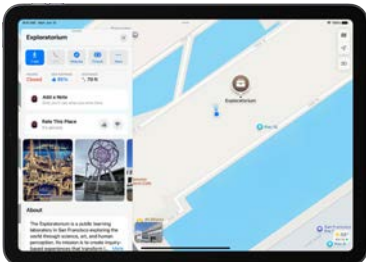


Note: Indoor maps are available for select airports and shopping malls. See the [iOS and iPadOS Feature Availability website](#).

Images of Las Vegas, San Diego, and Portland in City Guides courtesy of Wikipedia.

Get information about places in Maps on iPad

You can find street addresses and other information about places that appear.



Get information about a place

1. Go to the Maps app  on your iPad.