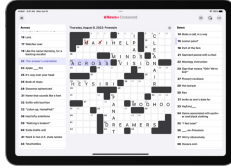


You can navigate and solve crossword and crossword mini puzzles in multiple ways. For example, you can display puzzles in the traditional grid view, or instead choose to show clues and answers in a list. You can tap squares to select words or choose clues from a list.

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

Note: Apple News, Apple News+, and puzzles aren't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).



Solve in grid view

1. Go to the News app  on your iPad.
2. Open a crossword or crossword mini puzzle.
3. Tap a square to show the clue below the puzzle, then use the keyboard to enter the answer. You move to other squares as you type. You can also tap < or > next to the clue to move to the previous or next clue.

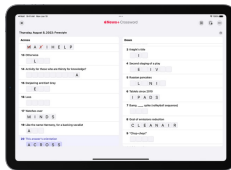
With the keyboard showing, switch from across to down, or vice versa, by tapping the selected square again or tapping the clue.

Solve in list view

You can show clues and answers in a list rather than in the traditional grid.

1. Go to the News app  on your iPad.
2. Open a crossword or crossword mini puzzle.
3. Tap .

Tap  to return to grid view.



Get hints and answers

If you're unsure of an answer you entered, you can get a little help.

1. Go to the News app  on your iPad.
2. Open a crossword or crossword mini puzzle.
3. Tap , then do any of the following:
 - *Mark incorrect answers:* Tap Autocheck, Check Square, Check Word, or Check Puzzle.
 - *Reveal answers:* Tap Reveal, then tap Square, Word, or Puzzle to display the correct answer.

Note: When you reveal all or a portion of a puzzle, it's not counted toward stats in your Scoreboard or as part of a streak.

Some puzzles have clues that reference other clues. You can highlight these connections. Tap , then turn on Highlight Linked Clues.

Always use Autocheck

When you turn on Autocheck inside a puzzle, it stays on for that puzzle only. If you want Autocheck to stay on all the time, follow these steps:

1. Go to the News app  on your iPad.
2. Open a crossword or crossword mini puzzle.
3. Tap , choose Settings, then turn on Always Autocheck.
4. Tap , then choose Autocheck.

Autocheck stays on for all puzzles of that type until you turn it off.

Restart your puzzle

If you'd like a fresh start, you can clear a puzzle's answers and reset the timer.

1. Go to the News app  on your iPad.
2. Open a crossword or crossword mini puzzle.
3. Tap .
4. Tap Clear Puzzle.

Change how you move around the puzzle

1. Go to the News app  on your iPad.
2. Open a crossword or crossword mini puzzle.
3. Tap , then change any of the following settings:
 - *Skip Filled Squares*: By default, after entering a letter, the next empty square in the puzzle is selected. Turn this setting off to select the square to the right or the square below, whether or not it's filled.
 - *At End of Word*: Choose Advance If Complete, Always Advance, or Don't Advance.

Show or hide the timer

You can show or hide the timer that appears above your puzzle.

1. Go to the News app  on your iPad.
2. Open a crossword or crossword mini puzzle.
3. Do one of the following:
 - Tap .
 - Tap , then tap Show Timer or Hide Timer.

Share your puzzle

1. Go to the News app  on your iPad.
2. Open a crossword or crossword mini puzzle.
3. Tap , then tap Share.
4. Choose Messages, Mail, or another sharing option.



Solve Quartiles puzzles in News on iPad

Apple News+ subscribers can solve Quartiles puzzles. Players select tiles containing two to four letters from a four-by-five grid to form words. You can use up to four tiles per word, and the more tiles you use, the more points you score.

A word formed from four tiles is called a Quartile and is worth 8 points. When you find all five Quartiles, you receive an additional 40 points.

The object of the game is to earn the 100 points necessary to reach the Expert rank. You can continue forming words and accumulating points even after you've reached Expert.

Note: Apple News, Apple News+, and puzzles aren't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).

Play Quartiles

1. Go to the News app  on your iPad.
2. Open a Quartiles puzzle.
3. Tap tiles to create a word, then tap  to enter it.

For example, to score a single point, tap "pear," then tap . To score 2 points, tap "ap," then "pear" to form the word, "appear." Go for 4 points by tapping "ap," "pear," then "ance." Complete the Quartile and score 8 points by spelling "disappearance."

Completed words appear in the Words Found box, and any Quartiles you find appear in groups of four tiles.

Not all possible words qualify in Quartiles puzzles. For example, obscure and technical terms, proper nouns, and profanity never appear in the word list.

4. Do any of the following:
 - *Reorder your tiles:* After you tap the tiles to place them above the grid, you can touch and hold, then drag to reorder them.
 - *See points needed to move to the next rank:* Tap Next Rank.
 - *Clear tiles you don't want to use:* Tap .
 - *See how many words remain:* When you reach the Expert rank, the Words Found box shows how many words you haven't found.
 - *See each word's points:* Tap  in the Words Found box.

Tip: Tap , then tap How to Play to take a quick Quartiles tutorial, or tap More Puzzles to open the Quartiles puzzle feed.

Shuffle or group tiles

1. Go to the News app  on your iPad.
2. Open a Quartiles puzzle and start finding words.
3. Quartiles you find are anchored to the bottom of the grid. If you'd rather anchor them to the top of the grid, tap , then choose Sort Found Quartiles.
4. Tap  to shuffle tiles that aren't part of found Quartiles.
5. To shuffle all tiles in the grid, tap  to turn off anchoring, then tap .

Reveal all words

1. Go to the News app  on your iPad.
2. Open a Quartiles puzzle.
3. Tap , then tap Reveal All Words. The words you didn't find are shown.
 - *If you reveal before you reach Expert rank:* The puzzle doesn't count in your Scoreboard stats and streaks.
 - *If you reveal after you reach Expert rank:* Your stats or streaks aren't affected.

Share a puzzle

1. Go to the News app  on your iPad.
2. Open a Quartiles puzzle.
3. Tap , then choose a sharing method to share a Quartiles puzzle with another Apple News+ subscriber.

Your rank appears in the email or message you send. Anyone who opens the puzzle can't see your answers.

Solve sudoku puzzles in News on iPad

In sudoku puzzles, you place the numbers 1 to 9 into squares in a grid consisting of nine blocks with nine squares each, so that every number appears exactly once in each block, row, and column. Each sudoku grid comes with a few *givens*—squares already filled in.

Apple News+ offers subscribers new sudoku puzzles every day in three difficulties: easy, moderate, and challenging. Easy puzzles include more givens, while challenging puzzles require more complex strategies to narrow down options for each empty square.

Note: Sudoku is available on devices with iOS 18.2, iPadOS 18.2, macOS 15.2, or later. Apple News, Apple News+, and puzzles aren't available in all countries or regions. See the [iOS and iPadOS Feature Availability website](#).

Solve a puzzle

1. Go to the News app  on your iPad.
2. Open a sudoku puzzle.

3. Do any of the following:

- *Enter a number:* With the Pen tab selected, tap a square, then tap a number key near the bottom of the screen.
- *Delete an answer:* Tap a square where you entered a number, then tap .
- *Step back through your actions:* Tap  to undo.

4. Continue entering numbers until every square is filled correctly.

Tip: Turn on Autocheck to indicate when you successfully complete a block, row, or column.

Track possible answers

You can keep track of which numbers might work in each square by using notes within the puzzle.

1. Go to the News app  on your iPad.
2. Open a sudoku puzzle.
3. Do any of the following:
 - *Manually enter notes:* Tap a square, tap Notes, then tap numbers to add them to the square. If your iPad is connected to an [iPad keyboard](#), you can also press number keys. Tap the number again to remove it.

When you enter an answer, any matching notes in that square's block, row, or column are removed. To turn this feature off, tap , tap Settings, then turn off Automatically Remove Notes.
 - *Automatically show notes:* Tap , then tap Autofill Notes. Notes representing possible numbers appear in empty squares, based on all filled squares at that moment—givens and your answers (even if incorrect). You can still add and delete notes manually. Using Autofill doesn't affect stats or streaks.
 - *Play with or without notes:* Tap , then tap Show Notes or Hide Notes.

When you think a number in your notes is the right answer, you can commit it by touching and holding the number on the onscreen keypad.

Get help

If you're unsure of an answer, you can get a little help.

1. Go to the News app  on your iPad.
2. Open a sudoku puzzle.

3. Do any of the following:

- *Highlight matching numbers:* Tap a number on the keypad, or tap any square with a number in it. (The square you select can be a given or one where you entered or revealed the answer.) Matching numbers are highlighted in answers and notes. To turn this feature on or off, tap , tap Settings, then tap Highlight Matching Numbers.
- *Check for duplicated numbers:* Tap , tap Settings, then turn on Show Conflicts. When you enter a number that already appears in a block, row, or column, the squares' bottom-right corners are marked with red triangles.
- *Mark incorrect answers as you enter them:* Tap , then tap Autocheck. All incorrect answers you already entered have a red slash through them. As you enter additional numbers, the app checks whether or not they're correct.

When you turn on Autocheck inside a puzzle, it stays on for that puzzle only. To turn Autocheck on for all sudoku puzzles, tap , tap Settings, turn on Always Autocheck, tap Done, tap , then tap Autocheck (if it's not already on).

- *Check answers:* Tap , then tap Check Square or Check Puzzle. A red slash indicates incorrect answers. Checking a square or puzzle doesn't affect stats or streaks.
 - *Identify a solvable square:* Tap , then tap Get Hint. The square having the most information available to deduce its answer is highlighted. Tap  to see the strategy and recommended actions, like obvious pairs and hidden triplets. Using hints doesn't affect stats or streaks.
 - *Reveal answers:* Tap , tap Reveal, then tap Square or Puzzle to display the correct answer.
- Note:* When you reveal all or a portion of a puzzle, the puzzle isn't counted toward stats in your Scoreboard or as part of a streak. To maintain a sudoku streak, solve at least one of the current day's sudoku puzzles of any difficulty level without revealing answers. Revealing also prevents you from undoing previous actions.
- *Review the sudoku tutorial:* Tap , then tap How to Play.

Restart your puzzle

If you'd like a fresh start, you can clear a puzzle's answers and reset the timer.

1. Go to the News app  on your iPad.
2. Open a sudoku puzzle.
3. Tap , then tap Clear Puzzle.

Show or hide the timer

You can show or hide the timer that appears above your puzzle.

1. Go to the News app  on your iPad.
2. Open a sudoku puzzle.
3. Do one of the following:
 - Tap .
 - Tap , tap Settings, then tap Show Timer or Hide Timer.

You don't have to solve puzzles all at once. The timer pauses while you're away.

Share your puzzle

1. Go to the News app  on your iPad.
2. Open a sudoku puzzle.
3. Tap , then tap Share.
4. Choose Messages, Mail, or another sharing option.

Search for stories in News on iPad

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

Search for channels, topics, or stories

1. Go to the News app  on your iPad.
2. Tap the search field in the sidebar (or tap  in the tab bar).
3. Enter any of the following:
 - The name of a channel, such as Scientific American or Washington Post
 - A topic, such as fashion, business, or politics
 - An event, such as an upcoming meteor shower

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

Save stories in News on iPad

You can save news stories to read later. Apple News+ subscribers can read saved stories in [Offline Mode](#).

Save a story

1. Go to the News app  on your iPad.
2. When reading a story, tap  to save it.

Read a saved story

1. Go to the News app  on your iPad.
2. Tap Saved Stories in the sidebar, then tap the story.

Delete a saved story

1. Go to the News app  on your iPad.
2. Tap Saved Stories in the sidebar.

(If you don't see the sidebar, tap  in the top-left corner or  in the tab bar.)
3. Do one of the following:
 - *Delete one story:* Swipe the story left.
 - *Remove all saved stories:* Tap Clear.

Clear your reading history in News on iPad

In the News app, you can clear your reading history and adjust how you get reading recommendations.

Clear your history

1. Go to the News app  on your iPad.
2. Tap History in the sidebar.

(If you don't see the sidebar, tap  in the top-left corner or  in the tab bar.)

3. Tap Clear, then do any of the following:

- *Remove your reading history:* Tap Clear History.
- *Remove information used to recommend stories:* Tap Clear Recommendations.

Choosing this option can change the types of channels, topics, and stories shown in the Today and other feeds in Apple News on all your Apple devices.

- *Remove your history, recommendations, and downloaded content:* Tap Clear All.

Your News history and recommendation information are removed from all devices where you're [signed in to the same Apple Account](#). Downloaded content is removed from this iPad only.

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

Recommend stories based on News app reading only

When you turn off Siri & Search for the News app, recommendations are based on your reading habits in the News app only, not in Safari and other apps.

1. Go to Settings  > Apps > News.
2. Tap Siri & Search, then turn off Show in App.

Customize the tab bar in News on iPad

In the News app, you can use the tab bar to quickly access feeds, like Today, News+, and Sports. You can customize your tab bar with Puzzles, Shared with You, Saved Stories, History, and channels or topics you follow.

1. Go to the News app  on your iPad.
2. Tap Edit in your sidebar. Items you can add to your tab bar are highlighted. Today, News+, and Sports remain in your tab bar as defaults.

(If you don't see the sidebar, tap  in the top-left corner or  in the tab bar.)

3. Drag any highlighted item to or from the tab bar, such as:

- Puzzles
- Shared with You
- Saved Stories
- History
- Any channel or topic you follow

How to subscribe to individual channels in News on iPad

Subscribe to channels

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

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

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

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

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

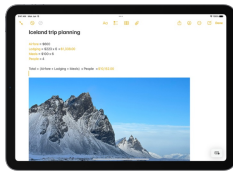
(If you don't see the sidebar, tap  in the top-left corner or  in the tab bar.)

Notes

Get started with Notes on iPad

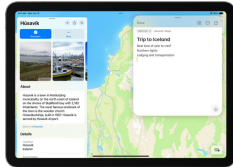
Use the Notes app to quickly capture your thoughts. You can add images and sketches, solve equations, make checklists, or even scan documents. And with iCloud, your notes stay up to date on all your devices wherever you go.

Jot it down



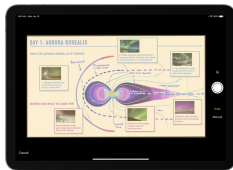
Tap , then enter your text.

Make quick notes anywhere



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

Add almost anything



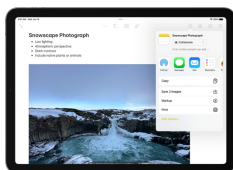
You can scan documents, record audio, take photos, and more. Tap , then choose an option.

Sketch your thoughts



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

Invite others to collaborate



Tap , then choose a sharing option. The people you share with can view or make changes to a note.

Want to learn more?

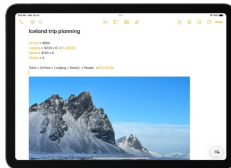
- [Create and format notes](#)
- [Add photos, video, and more](#)

- Add drawings and handwriting
- Share and collaborate

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

Create and format notes on iPad

Use the Notes app to jot down quick thoughts or organize detailed information with checklists, images, web links, scanned documents, handwritten notes, and sketches. You can even organize your note with sections and headings.



Create a new note

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

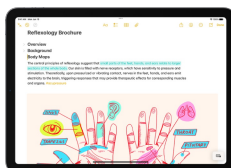
The first line of the note becomes the note's title.
3. To save the note, tap Done.

Add formatting, checklists, and tables

1. Go to the Notes app  on your iPad.
2. When writing a note, do any of the following:
 - *Format text*: Tap **Aa**, then choose a style such as Heading, bold or italic font, highlight, and more.
 - *Make a checklist*: Tap .
 - *Add a table*: Tap .

Organize a note with sections and headings

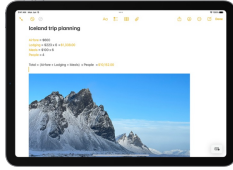
You can collapse and expand sections, making it easy to manage and outline long notes.



1. Go to the Notes app  on your iPad.
2. In a note, select the text for the heading.
3. Tap **Aa**, then tap Heading or Subheading.
4. Add content to the section, then do any of the following:
 - *Collapse a section:* Tap .
 - *Expand a section:* Tap .

Use Quick Notes on iPad

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



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

Take a Quick Note

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

- Tap , then tap Add to Quick Note.
- [Open Control Center](#), then tap .
- (If you don't see , [add it to Control Center](#).)
- If your iPad is connected to an [Apple external keyboard](#), use the Globe-Q keyboard shortcut to open Quick Notes. If Quick Notes is already open, you can use Command-N to create a new note.

Take Quick Notes with the corner gesture

Swipe up from the bottom right corner of the display using Apple Pencil.

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

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

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

View and organize Quick Notes

1. Go to the Notes app  on your iPad.
2. Tap Quick Notes in the folders list.

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

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

Add drawings and handwriting in Notes on iPad

Use the Notes app to draw a sketch or jot a handwritten note with Apple Pencil (on [supported models](#)) or your finger. Choose from a variety of Markup tools and colors, and draw straight lines with the ruler. As you write with Apple Pencil, your handwriting can be automatically refined in real time to be more legible while maintaining the look and feel of your own handwriting style.



Use drawing and handwriting tools

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

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

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

Select and edit drawings and handwriting

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

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

1. Go to the Notes app  on your iPad.
2. In a note, select drawings and handwriting with your finger using any of the following methods:
 - *With the Lasso tool:* Tap , tap  (between the eraser and ruler in the tool palette), then use your finger to outline the objects you want to select.
 - *With gestures:*
 - Touch and hold, then drag to expand the selection.
 - Double-tap to select a word.
 - Triple-tap to select a sentence.
 - Drag the handles to adjust the selection as needed.

3. Tap the selection, then choose any of the following:

- Cut
- Copy
- Delete
- Duplicate
- Copy as Text
- Translate
- Insert Space Above

Work with handwritten text

iPad can refine your handwriting to be smoother, straighter, and more legible. You can also paste or convert typed text in your handwriting, correct spelling inline, and move or delete handwriting.

1. Go to the Notes app  on your iPad.
2. In a note, [select the handwriting](#).
3. Do any of the following:
 - *Refine*: To make your writing smoother, straighter, and more legible, tap Refine¹.

To automatically refine your handwriting, tap , tap , then turn on Auto-refine Handwriting.
 - *Make your writing more level*: Tap Straighten.
 - *Correct spelling*: Tap an underlined word, then choose how you want to correct it. The fix appears in your own writing style.
 - *Move handwriting*: Touch and hold the selected text, then drag it to a new position.
 - *Convert a text object to handwriting*: Tap a text object in the drawing area, tap , then tap Convert to Handwriting. (This feature² requires previously saved notes in your handwriting with at least 10 unique lowercase characters.)
 - *Paste typed text in your handwriting*: Select and copy text from a webpage, document, or email; in a handwriting area in Notes, then tap Paste. (This feature² requires previously saved notes in your handwriting with at least 10 unique lowercase characters.)
4. To erase text, scratch out the writing, then hold down your writing instrument (such as Apple Pencil or your finger) on iPad. (Supported when using a markup tool such as Pen, Mono line, or Marker.)

Drag images from other apps

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

Use Image Wand

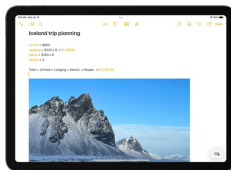
If you have an [iPad that supports Apple Intelligence](#) and Apple Intelligence is turned on, you can use Image Wand in Notes to generate images based on rough sketches you create. You can also select empty space to create an image based on words and images from the surrounding area. See [Use Image Wand with Apple Intelligence](#).

1. Handwriting refinement is available on iPad Pro (M4), iPad Pro 12.9-inch (5th generation and later), iPad Pro 11-inch (3rd generation and later), iPad Air (M2 and later), iPad Air 10.9-inch (4th generation and later), iPad (10th generation and later), iPad mini (6th generation), and iPad mini (A17 Pro); supported for English (Australia), English (Canada), English (India), English (Ireland), English (New Zealand), English (Singapore), English (South Africa), English (UK), English (US), French (Belgium), French (Canada), French (France), French (Switzerland), German (Austria), German (Germany), German (Switzerland), Italian (Italy), Italian (Switzerland), Portuguese (Brazil), Portuguese (Portugal), Spanish (Latin America), Spanish (Mexico), and Spanish (Spain).
2. Handwriting reflow is supported for Cantonese (Traditional), Chinese (Simplified), Chinese (Traditional), English (Australia), English (Canada), English (India), English (Ireland), English (New Zealand), English (Singapore), English (South Africa), English (UK), English (US), French (Belgium), French (Canada), French (France), French (Switzerland), German (Austria), German (Germany), German (Switzerland), Italian (Italy), Italian (Switzerland), Japanese, Korean, Portuguese (Brazil), Portuguese (Portugal), Russian, Spanish (Latin America), Spanish (Mexico), Spanish (Spain), Thai (Thailand), Ukrainian, and Vietnamese.

Enter formulas and equations in Notes on iPad

With math in the Notes app, you can draw diagrams, solve equations, assign variables, and plot graphs. Mathematical expressions are solved inline when you write or type an equal sign.

Note: The Notes app supports math written using Western Arabic numerals and common mathematical symbols, or typed using Arabic (Eastern & Western) and Devanagari numerals and common mathematical symbols.



Add mathematical expressions to a note

1. Go to the Notes app  on your iPad.
2. Open a note, or tap  to start a new note.
3. 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.

4. Tap the equal sign to see what 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.

Create a graph

1. Go to the Notes app  on your iPad.
2. Open a note, or tap  to start a new note.
3. Type or write an equation with x and y variables, with the y variable on the left side of the equation. For example, $y = 5x + 3$.

You can also tap the equal sign in an equation you already wrote.

4. When you finish the equation, a menu appears. Tap Insert Graph.

The y variable is represented on the vertical axis, and the x variable is represented on the horizontal axis.

To add another equation to the same graph, type or write a new equation, then tap Add to Existing Graph.

See also [Work with graphs in Math Notes](#).

Access Math Notes created in the Calculator app

1. Go to the Notes app  on your iPad.
2. In the Folders list, tap Math Notes.

See [Solve math with Math Notes in Calculator](#).

Add photos, video, and more to notes on iPad

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

Add a photo or video

1. Go to the Notes app  on your iPad.
2. In a note, tap , then choose an option.

You can choose a photo or video from your photo library, or take a new photo or video.

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

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

Add info from another app to a note

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

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

Change the preview size of attachments

1. Go to the Notes app  on your iPad.
2. In a note, you can change the preview size of the following:
 - *A single attachment*: Touch and hold the attachment, tap View As, then choose Small or Large.
 - *All attachments in a note*: Tap , tap Attachment View, then choose Set All to Small or Set All to Large.

View all attachments in Notes

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

Record and transcribe audio in Notes on iPad

In the Notes app, you can record audio and have the spoken words transcribed to text. You can search the transcript, add the text to the note, or copy the text to other documents.

Note: Audio transcription is available in English (Australia), English (Canada), English (Ireland), English (New Zealand), English (South Africa), English (UK), and English (US).

Record live audio and see the transcript

You can record audio and have the spoken words transcribed in a note.

1. Go to the Notes app  on your iPad.
2. In a note, tap , then tap Record Audio.
3. To start the recording, tap .
4. To take notes while recording, swipe down from the top of the screen.
5. When you're done, tap .
6. To see the transcript, tap .

Note: Spoken words in supported languages are automatically transcribed. If you don't see , your iPad either doesn't meet the minimum requirements or doesn't detect a supported language.

Play an audio recording and review the transcript

1. Go to the Notes app  on your iPad.
2. View a note with an audio recording.

3. To play the audio recording, tap ►.
4. To review the transcript, tap the audio recording.

Note: Spoken words in supported languages are automatically transcribed. If you don't see ☑, your iPad doesn't meet the minimum requirements or detect a supported language.

5. While viewing the transcript, you can do any of the following:
 - *Play the audio at a specific point:* Tap the text you want to hear.
 - *Search the transcript:* Tap ☹, then tap Find in Transcript.
 - *Copy the transcript:* Tap ☹, then choose Add Transcript to Note or Copy Transcript.
 - *Save or delete the audio recording:* Tap ☹, then choose an option.

Note: Deleting the audio recording also deletes the transcript.

Get a summary of a transcript

On an [iPad that supports Apple Intelligence](#), you can get a summary of a transcript of an audio recording (requires iPadOS 18.1 or later). See [Get a summary of an audio recording](#).

Scan text and documents in Notes using the iPad camera

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

Scan text into a note

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

1. Go to the Notes app 📝 on your iPad.
2. In a note, tap 📷, then tap Scan Text.
3. Position iPad so that the text appears within the camera frame.
4. Drag or use grab points to select text, then tap Insert.

Scan a document into a note

1. Go to the Notes app 📝 on your iPad.
2. In a note, tap 📷, then tap Scan Documents.
3. Position iPad so that the document page appears on the screen; iPad automatically captures the page.



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

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

The document is saved as a PDF in the note.

Work with PDFs in Notes on iPad

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

Attach a PDF to a note

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

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

View and edit a PDF in a note

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

Search in PDFs

See [Search through your notes](#).

Annotate a PDF in a note

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

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

Collaborate with others

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

Add links in Notes on iPad

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

Link to a webpage

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

Link to another note using the title

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

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

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

Link to another note using custom link text

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

1. Go to the Notes app  on your iPad.
2. In the note where you want to add a link, type ">>", then enter the title of the target note.
3. Choose an existing note or create a new note.

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

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

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

Search through your notes on iPad

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

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

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

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

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

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

Search within a note or attachment for typed and handwritten text

1. Go to the Notes app  on your iPad.
2. Open the note you want to search.
3. Tap  (at the top-right corner), then tap Find in Note.
4. Tap , then select any of the options. To search PDFs and other attachments, select Include Attachments.
5. Enter the text you're looking for in the search field.

Organize your notes in folders on iPad

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

Create, rename, move, or delete folders

1. Go to the Notes app  on your iPad.
2. In the folders list, do any of the following:
 - *Create a folder:* Tap , choose an account (if you have more than one), tap New Folder, then enter a name.
 - *Create a subfolder:* Touch and hold a folder, then drag it onto another folder.
 - *Rename a folder:* Touch and hold a folder, tap Rename, then enter a new name.
 - *Move a folder:* Touch and hold the folder, then drag it to a new location. The folder becomes a subfolder if you drag it onto another folder.
 - *Delete a folder:* Swipe left on the folder, then tap . Or touch and hold the folder, then tap Delete.

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

Pin notes

To pin an important note to the top of the notes list, do the following:

1. Go to the Notes app  on your iPad.
2. In the notes list, touch and hold the note, then tap Pin Note. Or swipe right on the note, then tap the pin.

Sort and change the folder view

1. Go to the Notes app  on your iPad.
 2. In the notes list, tap , then do any of the following:
 - *Change the folder view:* Choose View as Gallery or View as List.
 - *Sort the notes by title:* Tap Sort By, then choose Title.
 - *Sort the notes by date:* Tap Sort By, then choose Date Edited or Date Created.
- By default, the notes are grouped by date. To turn this off, tap , then tap Group By Date.
- *Reverse the sort order:* Tap Sort By, then choose Oldest First (when sorting by date) or Descending (when sorting by title).

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

Move a note to another folder

1. Go to the Notes app  on your iPad.
2. In the notes list, swipe left on the note, then tap . Or touch and hold the note, tap Move, then choose a folder.

Delete a note

1. Go to the Notes app  on your iPad.
2. In the notes list, swipe left on the note, then tap . Or touch and hold the note, then tap Delete.

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

Organize your notes with tags on iPad

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

Add tags to notes

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

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

Rename or delete a tag

Do any of the following:

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

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

View notes with tags

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

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

Organize your notes with Smart Folders on iPad

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

Create a Smart Folder

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

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

Convert a folder to a Smart Folder

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

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

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

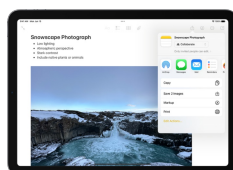
Edit a Smart Folder

Do either of the following:

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

Share notes and collaborate on iPad

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



Share a copy of a note

1. Go to the Notes app  on your iPad.
2. Open the note you want to share.
3. Tap , choose Send Copy, then choose how to send your note.

Collaborate on a note or folder of notes using iCloud

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

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

1. Go to the Notes app  on your iPad.
2. Do one of the following:
 - *Share a note:* Open the note you want to share, tap , then choose Collaborate.
 - *Share a folder:* Open the folder you want to share, then tap .
3. To change the access and permissions, tap "Only invited people can edit," then set any of the following:
 - *Who can access:* Choose Only invited people or Anyone with the link.
 - *Permissions:* Choose Can make changes or View only.
 - *Allow other to invite:* Turn on to allow participants to invite new people (available only when they have permission to make changes).
4. Choose Messages or Mail to send your invitation. (AirDrop isn't supported for collaboration.)

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

See the Apple Support article [If you can't share or collaborate in the Notes app on your iPhone or iPad](#).

View activity in a note

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

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

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

View activity in a folder

1. Go to the Notes app  on your iPad.
2. Touch and hold the folder, then tap Show Folder Activity.

Change sharing settings

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

Export or print notes on iPad

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

Open a note in Pages

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

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

Export a note as a PDF

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

1. Go to the Notes app  on your iPad.
2. Open the note you want to export.
3. Tap , then tap Markup.
4. Mark up the pages in the exported PDF as needed, then tap Done to save the PDF.

Print a note

1. Go to the Notes app  on your iPad.
2. Open the note you want to print.
3. Tap , then tap Print.
4. Choose the printer and other options, then tap Print.

Lock your notes on iPad

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

Lock notes with your device passcode

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

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

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

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

Lock notes with a custom password

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

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

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

1. Go to Settings  > Apps > Notes.
2. Tap Password.
3. If you have multiple accounts, choose the account you want to set a password for.

4. Tap Use Custom Password.
5. For added convenience, you can also turn on Face ID or Touch ID.

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

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

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

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

Change the locking method

If you're using a custom password, you can switch to using your device passcode. When you change your locking method, notes that you accessed with the previous method begin using the new method.

1. Go to Settings  > Apps > Notes.
2. Tap Password, choose an account (if you have more than one), then tap Use Device Passcode.

Lock a note

You can only lock notes on your device and notes in iCloud. You can't lock notes that have PDF, audio, video, Keynote, Pages, or Numbers attachments; notes that sync with other accounts; or Quick Notes. You can't lock a note that's shared in iCloud.

1. Go to the Notes app  on your iPad.
2. Open the note, then tap  (at the top-right corner).
3. Tap Lock.

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

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

Open your locked notes

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

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

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

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

Add or remove accounts in Notes on iPad

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

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

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

Your iCloud notes—and any changes you make to them—appear on your iPhone, iPad, and Mac where you're [signed in to your Apple Account](#).

1. Go to Settings  > [your name] > iCloud.
2. Turn on Notes.

Add other accounts

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

Set up an On My iPad account

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

1. Go to Settings  > Apps > Notes.
2. Turn on "On My iPad" Account.

Remove an account

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

1. Go to Settings  > Apps > Notes.
2. Tap Notes Accounts, then tap the account you want to remove.
3. Do one of the following:

- *Stop using Notes on the account:* Turn off Notes.

You can continue to use the account for other services, such as Mail.

- *Stop using all services on the account:* 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.

Change the Notes view on iPad

You can change how your notes appear in the Notes app. Add lines or grids to your notes, view your notes as a list or a gallery, and see all the attachments in one place.

Change the Notes display on your iPad

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

Show lines or grids in notes

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

View notes as a list or gallery

In the notes list, tap , then tap View as List or View as Gallery.

View all attachments

In the notes list, tap , then tap View Attachments.

Change your Notes settings on iPad

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

Customize your Notes settings

1. Go to Settings  > Apps > Notes.

2. Adjust any of the following:

- *Accounts:* [Add or remove accounts in Notes](#).
- *Siri & Search:* Allow [Siri](#) to make suggestions across apps based on the way you use Notes. You can also allow suggestions and content from Notes to appear in [Search](#) and [widgets](#).
- *Notifications:* [Change notification settings](#).
- *Language:* Choose your preferred languages.
- *Default Account:* Choose the [default account](#) when creating notes using Siri and the Notes widget.
- *Password:* [Lock important notes](#).
- *“On My iPad” Account:* Turn on the [On My iPad account](#).
- *Mention Notifications:* Receive notifications when your name is mentioned in [shared notes](#).
- *Viewing:* Choose [viewing options](#) such as the sort order, lines and grids, and group notes by date.
- *App Links:* Get suggested app links.
- *Auto Convert to Tag:* Automatically change #text to a [tag](#) when typing a space.
- *Save to Photos:* Save [photos and videos](#) taken in Notes to the Photos app.
- *Access Notes from Lock Screen:* Choose Always Create New Note or Resume Last Note. Or turn it off to prevent access from the Lock Screen.

Use keyboard shortcuts in Notes on iPad

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

Examples of keyboard shortcuts

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

Learn keyboard shortcuts

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

Passwords

Use passwords on iPad

In the Passwords app , you can find all your passwords, passkeys, and verification codes in one place. You can use your passwords on all your devices where you sign in to the same [Apple Account](#) and turn on Passwords & Keychain in iCloud settings. And if you use AutoFill to sign in to websites and apps, your passwords automatically appear in Passwords.



See all your types of password credentials:

- App passwords
- Website passwords
- Sign in with Apple
- Passkeys
- Verification codes
- Wi-Fi passwords
- Passwords shared with groups

Find a password by searching or sorting. Then click Edit to reveal the password, or to change or delete the password.

Tip: In Passwords, click Security for recommendations to [change weak passwords](#).

Find your password for a website or app on iPad

You can find your password for a website or app by searching or sorting your accounts on iPad.

Find your password for a website or app by searching for the account

1. Go to the Passwords app  on your iPad.
2. Enter the name of the account in the search field at the top of the screen.
3. Tap the account, then tap the Password field.

Find your password for a website or app by sorting your accounts

1. Go to the Passwords app  on your iPad.
2. Tap All.
3. Tap  in the lower-left corner, then tap how you want to sort your accounts.
4. Locate and tap the account, then tap the Password field.

Change the password for a website or app on iPad

You can change the password you use to sign in to a website or app on your iPad.

1. Go to the Passwords app  on your iPad.
2. Tap All, then locate the account for the website or app.
3. Tap the account.
4. Tap Edit, tap Change Password, then change your password on the website or in the app.

If the website or app allows you to [upgrade to Sign in with Apple](#), you can take advantage of the security and convenience of that feature. If you aren't given the upgrade option when you change your password, many accounts allow iPad to [automatically create a strong password](#) that you don't have to remember.

Note: If iPad warns you about a password for a website or app that's no longer available, you can remove its account from your iPad and iCloud Keychain. Go to the Passwords app  on your iPad, tap All, then swipe left on the account.

Remove a password from your iPad and iCloud Keychain

You can delete the password you use to sign in to a website or app on your iPad.

1. Go to the Passwords app  on your iPad.
2. Tap All, then tap the account for the password you want to delete.
3. Tap Edit.
4. Tap Delete Password, then tap Delete Password again to confirm.

Note: This action doesn't remove the password from the website or app where you created it.

Recover a password you deleted from your iPad

If you delete a password from your iPad, you have 30 days to recover the password before it's permanently deleted.

1. Go to the Passwords app  on your iPad.
2. Tap Deleted.
3. Locate the account for the deleted password, then tap the account.
4. Tap Recover.

The password is returned to your iPad and iCloud Keychain.

Create a password for a website or app on iPad

Your iPad can generate a password to use on a website or app.

1. Go to the Passwords app  on your iPad.
2. Tap All.
3. Tap  in the lower-right corner.

A secure password is created for you.

4. Enter details about the website or app, and a user name for your account.
5. Tap Save.

You can also create a password when you sign up for services on websites and in apps. See [Create a strong password for a new account](#).

Show user names and passwords in large text on iPad

In iPadOS 18.2 or later, you can show user names, passwords, and verification codes in large text on your iPad.

1. Go to the Passwords app  on your iPad.
2. Tap All, then tap an account.
3. Touch and hold your user name, password, or verification code, then tap Show in Large Type.

Use passkeys to sign in to websites and apps on iPad

You can create and save passkeys to replace the passwords you use to sign in to supported websites and apps on your iPad.

Passkeys are more secure than passwords, because they're uniquely generated for every account by your own device and are less vulnerable to phishing. And they work on all your devices where you're signed in to the same Apple Account.

Also, websites and apps can automatically create passkeys for your account, so you can use the passkeys the next time you sign in.

Like passwords, passkeys are encrypted and stored in your iCloud Keychain, where they aren't visible to anyone (including Apple).

Note: To use passkeys, [iCloud Keychain](#) and [two-factor authentication](#) must be turned on.

Create and save a passkey using your iPad

You can create and save passkeys for websites and apps that support them.

Note: The instructions for creating and saving a passkey can vary depending on the app, website, or browser, but they typically consist of steps similar to the ones below.

1. Go to the sign-in screen for a supported website or app on your iPad, and do one of the following:
 - *If you're setting up a new account:* Tap the button or link for setting up new accounts, then follow the onscreen instructions.
 - *If you already have an existing account:* Sign in with your account name and password, then go to the account settings or management screen.
2. When you see the option to save a passkey for the account, tap Continue.

Your passkey is saved.

Note: If you don't see a passkey option, it means the website or app doesn't currently support passkeys.

The passkeys you create are stored on your iPad in the Passwords app.

You can have a passkey and password for the same website or app, and find them both under the same account in the Passwords app.

You can also save a passkey to a hardware security key. Tap "Other options," "Save on another device," or similar (if available), then follow the onscreen instructions for saving a passkey. See [Use security keys to sign in to your Apple Account](#).

Use a passkey to sign in to a website or app on your iPad

After you create and save a passkey for a website or app, you can use the passkey whenever you sign in.

Note: The instructions for signing in with a passkey can vary depending on the app, website, or browser, but they typically consist of steps similar to the ones below.

1. Go to a website or app on your iPad, and tap the account name field on the sign-in screen.
2. Tap the suggested account name that appears at the bottom of the screen or near the top of the keyboard. If the account name doesn't appear, or you want to use a different one, enter it.
3. Use Face ID or Touch ID to complete sign in. If you didn't set up Face ID or Touch ID on your iPad, enter your device passcode (the code you use to unlock your iPad).

The passkey you saved completes the sign-in automatically.

Use a passkey saved on your iPad to sign in on another device

If you're using a device not associated with your Apple Account (such as a computer at a public library, an internet cafe, or a friend's house) and you have your iPad with you, you can sign in to apps or websites on that device using the passkeys you created for them.

Note: The instructions for using a passkey on another device can vary depending on the app, website, or browser, but they typically consist of steps similar to the ones below.

1. On the other device, go to the website or app and enter your user name in the account name field on the sign-in screen.
2. Select "Other options," "Passkey from nearby device," or similar, then follow the onscreen instructions to display a QR code on the screen.

3. Use your iPad camera to [scan the QR code](#).

The passkey that's saved to iCloud Keychain completes the sign-in automatically.

Create a passkey on a device that's not your own

If you have your iPad with you, you can create a passkey while using a device not associated with your Apple Account (such as a computer at a public library, an internet cafe, or a friend's house), and save it to iCloud Keychain instead of to the device you're using to create the passkey.

Note: The instructions for creating a passkey can vary depending on the app, website, or browser, but they typically consist of steps similar to the ones below.

1. On the other device, go to the sign-in page for a supported website or app, then do one of the following:
 - *If you're setting up a new account:* Tap the button or link for setting up new accounts, then enter a new username.
 - *If you already have an account:* Sign in with your account name and password, then go to the account settings or management screen.
2. When you see the option to save a passkey for the account, select "Other options," "Save on another device," or similar (instead of Continue).

Note: If you don't see a passkey option, it means the website or app doesn't currently support passkeys.

3. Select "Save a passkey on a device with a camera," or similar, then follow the onscreen instructions to display a QR code on the screen.
4. Use your iPad camera to [scan the QR code with your camera](#).

The passkey is saved to your iPad and iCloud Keychain.

Change a passkey

You might need to create a new passkey to replace the existing one (if, for example, you previously shared it with someone to whom you no longer want to give access).

To change a passkey, follow the steps for an existing account in [Create and save a passkey](#) or [Create a passkey on a device that's not your own](#).

Delete a passkey

1. Go to the Passwords app  on your iPad.
2. Tap Passkeys, then tap the account for the passkey you want to delete.
3. Tap Edit.
4. Tap Delete Passkey.

If you delete a passkey, you can create a new one at any time.

Sign in with Apple on iPad

With Sign in with Apple, you can sign in to participating websites and apps with your [Apple Account](#). You don't need to create and remember new passwords, and your account is protected with two-factor authentication. You can share your Sign in with Apple access with family and trusted contacts.

Sign in with Apple is designed to respect your privacy. Websites and apps can ask only for your name and email address to set up your account, and Apple won't track you as you use them.

Sign in with Apple requires [two-factor authentication](#) for your Apple Account. This protects your Apple Account, your app accounts, and your app content.

Set up or upgrade an account to Sign in with Apple

When a participating website or app asks you to set up or upgrade an account, do the following:

1. Tap Sign in with Apple.
2. Follow the onscreen instructions.

Some apps (and websites) don't request your name and email address. In this case, you simply authenticate with Face ID or Touch ID (depending on your model), then start using the app.

Others may ask for your name and email address to set up a personalized account. When an app asks for this information, Sign in with Apple displays your name and the personal email address from your Apple Account for you to review.

To edit your name, tap it, then use the keyboard to make changes.

To specify an email address, do one of the following:

- *Use your personal email address:* Tap Share My Email.

If you have multiple email addresses associated with your Apple Account, choose the address you want.

- *Hide your email address:* Tap Hide My Email.

This option allows you to receive email from the app without sharing your personal email address. When you choose this option, Apple creates a unique, random email address for you, and any email sent from the app to this address is forwarded to your personal address.

After you review your information and choose an email option, tap Continue, authenticate with Face ID or Touch ID (depending on your model), then start using the app.

Sign in to access your account

After you set up an account with a website or app using Sign in with Apple, you typically don't need to sign in to it again on your iPad. But if you're asked to sign in (for example, after you sign out of an account), do the following:

1. Tap Sign in with Apple.
2. Review the Apple Account that appears, then tap Continue.
3. Authenticate with Face ID or Touch ID (depending on your model).

Change the address used to forward email

If you chose to hide your email address when you created an account and you have more than one address associated with your Apple Account, you can change the address that receives your forwarded email.

1. Go to Settings > [your name] > Name, Phone Numbers, Email > Forward To.
2. Choose a different email address, then tap Done.

Review or change Sign in with Apple settings for apps

1. Go to Settings > [your name] > Sign in with Apple.
2. To change a setting for an app, tap it, then do any of the following:
 - *Turn off forwarding email:* Tap Manage Hide My Email, tap the app, then turn off Forward To. You won't receive any further emails from the app.
 - *Stop using Sign in with Apple:* Tap Delete, then tap Stop Using. You may be asked to create a new account the next time you try to sign in to the app.

Share your Sign in with Apple access

1. Go to the Passwords app  on your iPad.
2. Tap All, then locate and tap the account where you use Sign in with Apple.
3. Tap Group, then tap New Group.
4. Enter a name for the group, then tap Add People.
5. Type the name, email address, or phone number of the person or people you want to add, then tap Add.

Note: To add someone to your group, they must be in your Contacts app and have a device using iOS 17, iPadOS 17, macOS 14, or later. If they can be added to the group, their contact information appears in blue. If it appears in gray, their iPhone, iPad, or Mac might not support shared password groups.

6. Tap Create.

Sign in with Apple also works on your other devices—iPhone, Apple Watch, Mac, Apple TV, and iPod touch—where you're [signed in to the same Apple Account](#).

To sign in from an Android app, a Windows app, or any web browser, tap Sign in with Apple, then enter your Apple Account password. For more information, see the Apple Support article [What is Sign in with Apple?](#)

Share passwords or passkeys with people you trust on iPad

Shared password groups are an easy and secure way to share passwords and passkeys with your family and trusted contacts.

Anyone in the group can add passwords and passkeys. When a shared password changes, it changes on everyone's device.

Create a group

Note: To create a shared password group, you must be [signed in to your Apple Account](#).

1. Go to the Passwords app  on your iPad.
2. Tap New Group under Shared Groups
3. Enter a name for the group, then tap Add People.

4. Type the name, email address, or phone number of the person you want to add, then tap Add.

Note: To add someone to your group, they must be in your contacts and have an iPhone, iPad, or Mac with iOS 17, iPadOS 17, macOS 14, or later. If they can be added to the group, their contact information appears in blue. If it appears in gray, their iPad, iPhone, or Mac might not support shared password groups.

5. Tap Create.
6. Select the passwords you want to share with the group, then tap Move in the top-right corner.

If you don't want to share any passwords yet, tap Not Now in the top-left corner.

You can notify the people you've invited to the group, and they can also see the invitation in Passwords > Group Invitations.

Your shared passwords are saved in iCloud Keychain, and you can use them like any other saved password.

You receive a notification whenever anyone else is invited to the group.

Manage a group

If you create a group, you can add or remove other members, or delete the group. Other members of the group don't have these options, but they can choose to leave at any time.

1. Go to the Passwords app  on your iPad.
2. Tap the name of your group.

You can add or remove other members, or delete the group.

3. When you're finished making changes, tap Done.

Respond to an invitation to join a group

1. Go to the Passwords app  on your iPad.
2. Tap the invitation, then tap Accept to join the group. You can also decline the invitation.

Important: Don't accept an invitation if you don't recognize the sender.

Automatically fill in strong passwords on iPad

When you sign up for services on websites and in apps, you can let iPad create strong passwords for many of your accounts.

iPad [stores the passwords in the Passwords app](#) and fills them in for you automatically, so you don't have to memorize them.

Note: Instead of requiring you to sign in with passwords, participating websites and apps support these alternatives:

- *Sign in with Apple:* Lets you use your Apple Account to sign in, and limits the information shared about you. See [Sign in with Apple](#).

- A *passkey*: Lets you use Face ID or Touch ID to securely sign in without using a password. See [Use passkeys to sign in to websites and apps](#).

Create a strong password for a new account

Depending on the website or app, creating a strong password and saving it to the Passwords app usually consists of steps similar to these.

1. On the new account screen for the website or app, enter a new account name.

For supported websites and apps, iPad suggests a unique, complex password.

2. Do one of the following:
 - *Choose the suggested password*: Tap Use Strong Password.
 - *Edit the suggested password*: Tap Other Options, tap Edit Strong Password, tap the password text field, then make your changes.
 - *Get a different strong password*: Tap Other Options, tap Edit Strong Password, then tap the suggested password.
 - *Get a strong password consisting of only numbers and letters*: Tap Other Options, then tap No Special Characters.
 - *Get a strong password that's easy to type*: Tap Other Options, then tap Easy to Type.
 - *Make up your own password*: Tap Other Options, then tap Choose My Own Password.
3. To copy the password so you can paste it into a Confirm Password field if asked, tap Other Options, then tap Copy Strong Password.
4. To [securely add and keep notes](#) about recovery key information, security questions, PIN numbers, and similar details, enter them in the Notes field.

To view the notes later, go to the Passwords app  on your iPad, tap All, then tap the account.

5. To later allow iPad to automatically fill in the password for you, tap Yes when you're asked if you want to save the password.

Automatically fill in a saved password

Depending on the website or app, signing in with your saved password usually consists of steps similar to these.

1. On the sign-in screen for the website or app, tap the account name field.
2. Do one of the following:
 - Tap the account suggested at the bottom of the screen or near the top of the keyboard.
 - Tap , tap Other Passwords, then tap an account.

The password is filled in. To see the password, tap .

To enter an account or password that isn't saved, tap  on the sign-in screen.

Turn Password AutoFill on or off

Go to Settings  > General > AutoFill & Passwords, then turn on or off AutoFill Passwords and Passkeys.

You can automatically fill passwords from up to three passwords apps.

See the websites you've excluded from automatically filling in passwords on iPad

When you enter a password for a website, you're asked if you want the password saved and automatically entered in the future. In iPadOS 18.2 or later, you can see all the websites for which you've chosen to never save the password.

1. Go to Settings  > Apps > Passwords.
2. Below Save Passwords, tap "Show excluded websites."

The list includes all websites for which you've opted not to save your password.

Tip: You can remove a website from the list. Swipe left on the website, or tap Remove All. The next time you enter your password for the website, you'll be asked if you want the password saved and automatically entered in the future.

Change weak or compromised passwords on iPad

When you create and store your own passwords for websites and apps, iPad automatically identifies common weaknesses (for example, if they're easily guessed or used multiple times). iPad can also securely monitor your passwords and alert you if they appear in known data leaks.

Change a weak or compromised password

1. Go to the Passwords app  on your iPad.
2. Tap Security.

If an account has a weak or compromised password, a message explains the problem.
3. Tap an account.
4. Tap the Password field, then tap Copy Password, so you can paste it where it's requested—for example, when you create a new password and you're asked to enter your old password.
5. Tap Change Password, then change your password on the website or in the app.

If the website or app allows you to use a passkey or to [upgrade to Sign in with Apple](#), you can take advantage of the security and convenience of those features. If you aren't given the upgrade option when you change your password, many accounts allow iPad to [automatically create a strong password](#) that you don't have to remember.

Note: If iPad warns you about a password for a website or app that's no longer available, you can remove its account from your iPad and iCloud Keychain. Go to the Passwords app on your iPad, tap All, then swipe left on the account.

Hide a security recommendation

You can hide a security recommendation so that you don't have to continue

reviewing it if you're unable to address it.

1. Go to the Passwords app  on your iPad.
2. Tap Security.
3. Tap an account.
4. Tap Hide.

To show a security recommendation you've hidden, tap Security, tap  at the top of the screen, tap an account, then tap Unhide.

Turn detection of compromised passwords on or off

iPad can monitor your passwords and alert you if they appear in known data leaks.

1. Go to Settings  > Apps > Passwords.
2. Turn Detect Compromised Passwords on or off

View your passwords and related information on iPad

You can view and copy passwords, add notes like security question reminders, and more with the encrypted account information stored on iPad. iCloud Keychain securely [keeps this information up to date](#) across all your approved devices.

View and copy a password for a website or app account

1. For an account that uses a password, do one of the following:
 - Say something like: "Show me my passwords." [Learn how to use Siri.](#)
 - Go to the Passwords app  on your iPad.
 - On a sign-in screen, tap .
2. Tap an account, then tap the Password field.
3. To copy the password to use elsewhere, tap Copy Password.

Add notes for an account with a passkey or password

You can securely keep notes about recovery key information, security questions, PIN numbers, and similar details.

1. Go to the Passwords app  on your iPad.
2. Tap All, then tap an account.
3. Tap Edit, tap Notes, enter your text, then tap Done.

To update the notes, tap Edit (at the top right), then tap the Notes field.

Go to the website for an account

1. Go to the Passwords app  on your iPad.
2. Tap All, then tap an account.

3. Do one of the following:

- Tap .
- Tap the website URL, tap Copy Website, then paste the URL into the address field of your browser.

Remove an account from your iPad and iCloud Keychain

1. Go to the Passwords app  on your iPad.
2. Swipe left on the account.

For example, you might want to remove the account for a website or app that's no longer available.

Note: This action doesn't remove the account from the website or app where you created it.

Find and share your Wi-Fi password on iPad

You can find the password of the Wi-Fi network you're currently using and see all the Wi-Fi networks and passwords you've previously saved. You can share the password of the Wi-Fi network you're currently using with a nearby friend or family member.

Find a Wi-Fi password

1. Go to the Passwords app  on your iPad.
2. Tap Wi-Fi.

If you're connected to a Wi-Fi network, its name appears at the top of the screen. You can also see all the Wi-Fi networks you've previously saved.

If you don't see Wi-Fi, tap  at the top of the screen.

3. Tap a Wi-Fi network.
4. Tap the Password field.

To copy the password to use elsewhere, tap Copy.

Share your Wi-Fi network password with a nearby friend or family member

1. Make sure your iPad (the one sharing the password) is unlocked and connected to the Wi-Fi network.
2. Have your friend or family member go to Wi-Fi settings on their iPhone, iPad, or Mac, then choose the network.
3. When a message asks if you want to share your Wi-Fi password, tap Share Password.

Note: To share your Wi-Fi network password devices must be within Bluetooth and Wi-Fi range, not using Personal Hotspot, and added to each other's contacts.

You can also go to the Wi-Fi network and tap Show Network QR Code, which friends and family can scan to join the network.

Share passkeys and passwords securely

with AirDrop on iPad

Use AirDrop to securely share passkeys and passwords for website and app accounts with someone using an iPhone, iPad, or Mac.

Note: To show someone the password you saved for a Wi-Fi network, see [Find a Wi-Fi password](#).

Check the AirDrop requirements

Compared to sharing other types of information, AirDrop has more stringent requirements for sharing passkeys and passwords.

- [iCloud Keychain must be set up](#) on your iPad.
- The person you're sharing with [must be in your contacts list](#) in the Contacts app, and they must be listed with the email address they use for iCloud.
- You must be in the other person's contacts list in the Contacts app, and you must be listed with the email address you use for iCloud.

Send a passkey or password

To share with someone on iPad or iPhone, ask them to open Control Center and [allow AirDrop to receive items](#). To share with someone on a Mac, ask them to allow themselves to be discovered in AirDrop in the Finder.

1. Go to the Passwords app  on your iPad.
2. Tap All, then tap the account you want to share.
3. Tap , then select the device or picture of the person you want to send the passkey or password to.

Receive a passkey or password

1. If you haven't already done so, [allow AirDrop to receive items](#).
2. When you receive a request to accept a passkey or password from someone else, tap Accept.

The passkey or password is saved to your iPad, where you can [view its information](#) and let iPad automatically fill it in on the sign-in screen for the account. The passkey or password is also saved to your iCloud Keychain, so you can use it on other devices where you're [signed in to your Apple Account](#).

Make your passkeys and passwords available on all your devices with iPad and iCloud Keychain

Use iCloud Keychain to keep your website and app passkeys and passwords, credit card information, Wi-Fi network information, and other account information up to date across all your approved devices and Mac computers. iCloud Keychain is secured with 256-bit AES encryption during storage and transmission, and its data can't be read by Apple.

iCloud Keychain can also keep the accounts you use in Mail, Contacts, Calendar, and Messages up to date across all your iPhone and iPad devices and Mac computers.

Set up iCloud Keychain

If you didn't set up iCloud Keychain when you first set up your iPad, you can do so now.

1. Go to Settings  > [your name] > iCloud.
2. Tap See All (next to Saved to iCloud), then tap Passwords & Keychain.
3. Turn on Sync this iPad, then follow the onscreen instructions.

Set up iCloud Keychain on an additional device

When you turn on iCloud Keychain on an additional device, your other devices using iCloud Keychain receive a notification requesting your approval of the additional device.

On one of your other devices, approve the additional device. Your iCloud Keychain automatically begins updating on the additional device.

To approve iCloud Keychain when you don't have access to your other devices, follow the onscreen instructions to use your iCloud Security Code.

Recover your iCloud Keychain if all your devices are lost or stolen

iCloud Keychain syncs across devices to provide convenience and redundancy in case you lose a single device. If all your devices are lost and you've [added a recovery contact](#) to your Apple Account, your contact can help you recover your iCloud Keychain. Go to Settings  > [your name] > Sign-In & Security, tap Recovery Contacts, then tap Learn More.

You can also recover your iCloud Keychain through iCloud Keychain escrow, which is also protected against brute-force attacks. iCloud Keychain escrows a user's keychain data with Apple without allowing Apple to read the passwords and other data it contains. Your keychain is encrypted using a strong passcode, and the escrow service provides a copy of the keychain only if a strict set of conditions is met.

To recover your keychain through iCloud Keychain escrow, authenticate with your Apple Account on a new device, then respond to an SMS [sent to a trusted phone number](#). After you authenticate and respond, you must enter the device passcode. iOS, iPadOS, and macOS allow only 10 attempts to authenticate. After several failed attempts, the record is locked and you must contact Apple Support on the [Apple Support website](#) to be granted more attempts.

To learn more about iCloud Keychain, see the Apple Support article [Set up iCloud Keychain](#).

Automatically fill in one-time verification codes on iPad

Some websites and apps offer two-factor authentication (also known as *multifactor authentication*), which helps prevent other people from accessing your accounts even if they know your passwords. Passwords are the first authentication factor, and temporary, one-time verification codes are commonly a second factor. iPad can automatically generate these verification codes without your reliance on SMS messages or additional apps.

Set up automatic verification codes for a website or app by scanning a QR code

If you have another device with a screen, like a computer or iPhone, you can use it to display a QR code from a website or app, then use the iPad camera to scan the code.

1. On your other device, sign in to the area of the website or app where you manage your account, then select options to enable two-factor authentication and an authenticator app.

A QR code appears to help you set up an authenticator app.

2. On iPad, use the camera to [scan the QR code](#).
3. On iPad, select your account for the website or app.

A verification code appears below the User Name and Password fields.

4. On your other device, enter the verification code that appears on your iPad.

Set up automatic verification codes for a website or app by entering a setup key

If you can't scan a QR code from another screen, you can manually enter a setup key.

1. Sign in to the area of the website or app where you manage your account, then select options to enable two-factor authentication and an authenticator app.
2. Choose the option to manually use a setup key (or setup code or similar), then [select and copy](#) the setup key.
3. Go to the Passwords app  on your iPad.
4. Tap All, then tap your account for the website or app.
5. Tap Set Up Verification Code, then tap Enter Setup Key.
6. Tap the Setup Key field, tap Paste, then tap OK.
7. Tap the Verification Code field, then tap Copy Verification Code.
8. Return to the website or app, then [paste](#) the verification code where directed.

Use a verification code on a website or in an app

1. Sign in to the website or app.
2. If prompted, select the option to use an authenticator app.
3. When asked for a verification code, tap the suggestion that appears above the keyboard.

If no suggestion appears, go to the Passwords app  on your iPad, select your account for the website or app, tap the verification code, then tap Copy Verification Code. Return to the website or app, then [paste](#) the verification code into the field.

Automatically delete one-time verification codes

One-time verification codes are filled in automatically, so you don't need to leave the website or app you're signing in to. You can choose to automatically delete the verification codes after entering them with Autofill, or keep them.

1. Go to Settings  > General > Autofill & Passwords.
2. Under Verification Codes, tap Delete After Use, then turn it on or off.

Sign in with fewer CAPTCHA challenges on iPad

Some website and app sign-in screens require you to pass CAPTCHA challenges, such as recognizing letters in unusual shapes. iCloud allows you to bypass many challenges by automatically and privately verifying your iPad and account. You can turn this bypass on or off.

Go to Settings  > [your name] > Sign-In & Security, then turn Automatic Verification on or off.

Use two-factor authentication for your Apple Account on iPad

Using two-factor authentication helps prevent others from accessing your [Apple Account](#) account, even if they know your Apple Account password. When it's on, you need both your Apple Account password and a six-digit verification code to [sign in to your Apple Account](#). The verification code is sent to the phone number associated with your Apple Account, or it's displayed on your trusted devices.

Note: Certain account types might not support two-factor authentication. Two-factor authentication isn't available in all countries or regions. See the Apple Support article [Availability of two-factor authentication for your Apple Account](#).

Turn on two-factor authentication

1. On your iPad go to Settings  > [your name] > Sign-In & Security.
2. Tap Turn On Two-Factor Authentication, then tap Continue.
3. Enter a *trusted phone number* (the number you'll use to receive verification codes), then tap Next.

A verification code is sent to your trusted phone number.

4. Enter the verification code on your iPad.

Two-factor authentication is turned on for your Apple Account, and your iPad is now a trusted device.

Add another trusted device

After you turn on two-factor authentication on your iPad, you can add other trusted devices to your Apple Account.

1. On the device you want to add, [sign in to your Apple Account](#) you used to turn on two-factor authentication.
2. When prompted, enter the six-digit verification code that appears on your iPad, another trusted device, a trusted phone number, or your Mac.
3. Enter the verification code on the new device.

You aren't asked for a verification code again unless you sign out completely, erase your device, [sign in to your Apple Account](#) in a web browser, or need to change your Apple Account password for security reasons.

Add or remove a trusted phone number

Adding trusted phone numbers can be useful if you want to use two-factor authentication but don't have access to the phone number you added when you

turned it on.

1. Go to Settings  > [your name] > Sign-In & Security.
2. Tap Two-Factor Authentication, tap Edit (above the list of trusted phone numbers), then enter your device passcode when prompted.
3. Do one of the following:
 - *Add a number:* Tap Add a Trusted Phone Number, then enter the phone number.
 - *Remove a number:* Tap  next to the phone number.

Trusted phone numbers don't automatically receive verification codes. If you can't access any trusted devices when setting up a new device for two-factor authentication, tap "Didn't get a verification code?" on the new device, then choose one of your trusted phone numbers to receive the verification code.

View or remove trusted devices

1. Go to Settings  > [your name].

A list of the devices associated with your Apple Account appears near the bottom of the screen.

2. To remove a device, tap it, then tap Remove from Account.

If you remove a trusted device, it can no longer display verification codes and its access to iCloud (and other Apple services on the device) is blocked. To add it back, use two-factor authentication to [sign in to your Apple Account](#) again.

Generate a password for an app that signs in to your Apple Account

To sign in to your Apple Account from a third-party app or service (such as an email, contacts, or calendar app) using two-factor authentication, generate an app-specific password.

1. [Sign in to your Apple Account](#).
2. Tap App-Specific Passwords, then tap "Generate an app-specific password."
3. Follow the onscreen instructions.

After you generate your app-specific password, enter or paste it into the password field of the app as you would normally.

For more information, see the Apple Support article [Sign in to apps with your AppleID using app-specific passwords](#).

Use security keys to sign in to your Apple Account on iPad

Security Keys for your Apple Account is an optional security feature designed for people (such as celebrities, journalists, and members of government) who want extra protection from targeted attacks on their account, including phishing and social engineering scams.

A security key is a small third-party hardware device that you can connect to your iPad and use to verify your identity when signing in to your Apple Account. The physical key replaces the six-digit verification codes normally used in two-factor authentication, which keeps this information from being intercepted or requested by an attacker.

For details about security key requirements, see the Apple Support article [About security keys for your Apple Account](#).

Set up security keys

You need to set up at least two security keys so you can use one of them as a backup in case the other one is lost, damaged, or stolen. You can pair up to six keys with your account.

Note: NFC security keys are not currently supported on iPad.

1. Go to Settings  > [your name] > Sign-In & Security.
2. Tap Two-Factor Authentication, tap Security Keys, then tap Add Security Keys and follow the onscreen instructions.

Sign in to a device, website, or app using a security key

1. When prompted, insert your security key.
2. Follow the onscreen instructions.

Use a security key to reset your Apple Account password

If you forget your Apple Account password, you can use a security key that's paired with your account to reset it.

1. Go to Settings  > [your name] > Sign-In & Security. (If you aren't already signed in to your Apple Account on your iPad, first use your paired security key to sign in.)
2. Tap Change Password, then follow the onscreen instructions.

Use a security key to unlock your Apple Account

If you try unsuccessfully six times in a row to sign in to your Apple Account, or if your iPad detects other signs of suspicious activity, you'll receive an onscreen notification that your Apple Account is locked. You can use your security key to unlock it.

1. Go to Settings  > [your name] > Sign-In & Security.
2. Tap Unlock Account, then follow the onscreen instructions to unlock your Apple Account.
3. If you think your account might have been locked because someone else knows your password, tap Change Password and enter a new one.
4. Tap Done.

Remove security keys

You can pair up to six security keys with your Apple Account. If you reach the limit and need to pair additional keys, you can remove one or more of your paired keys. You can replace keys you've removed at any time.

1. Go to Settings  > [your name] > Sign-In & Security.
2. Tap Security Keys.

3. To remove all keys, tap Remove All Keys, then tap Remove.

To remove individual keys, tap the ones you want to remove, then tap Remove Key.

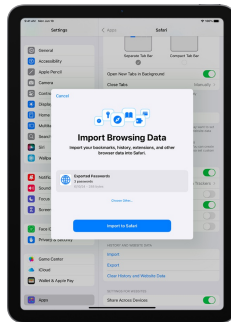
Note: If you remove all security keys from your Apple Account, the account reverts to using six-digit verification codes for two-factor authentication.

Import and export

Import passwords from another password manager into Passwords on iPad

In iPadOS 18.2 or later, you can import passwords that you've exported to a CSV file from another password manager.

WARNING: Your imported passwords might not be encrypted and could be visible to anyone who can access the file.



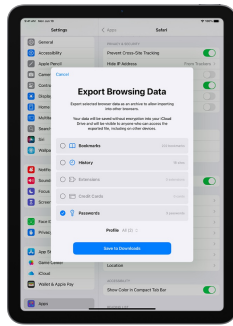
1. Go to Settings  > Apps > Safari.
2. Below History and Website Data, tap Import.
3. Tap Choose File, then choose the CSV file you exported from your other password manager.
4. Tap Import to Safari.
5. Tap Done.

WARNING: For security, delete the file you imported from.

Export passwords to another password manager on iPad

In iPadOS 18.2 or later, you can export your passwords for websites and accounts to a CSV file, and then import them into another password manager.

WARNING: Your exported passwords are not encrypted and are visible to anyone who can access the file. After you import the passwords into another password manager, delete the file you exported.



1. Go to Settings  > Apps > Safari.
2. Below History and Website Data, tap Export.
3. Select Passwords.

Deselect the other choices.
4. Tap Save to Downloads.
5. Tap Done.

Note: You can't export Wi-Fi passwords, passwords that you shared with a group (unless you created the group), or Sign in with Apple account passwords.

Photo Booth

Take photos in Photo Booth on iPad

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

Take a photo

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

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

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

3. Tap the shutter button to take the shot.

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

Note: In some regions, sound effects are played even if your iPad is set to silent.

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

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

Delete a photo in Photo Booth

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

Share or copy a photo in Photo Booth

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

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

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

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

View and edit photos in the Photos app

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

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

View photos on all your devices

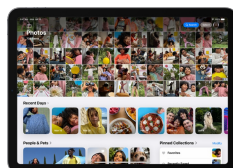
If you use iCloud Photos, you can view your photos on other devices that meet these minimum system requirements: iOS 11, iPadOS 13, and macOS 10.13. You must be signed in to the same [Apple Account](#) on all devices.

Photos

Get started with Photos on iPad

Use Photos on your iPad to find your photos, enjoy your memories, and share your best shots. Here's how to get started.

Browse the photos in your library



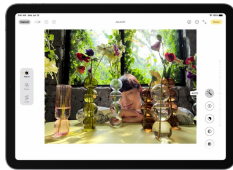
To get started viewing your photos and videos, go to the Photos app. Swipe down on the photo grid to browse through your library. The most recent photos are at the bottom; keep swiping down to go back in time. Pinch the screen to zoom in or out.

Enjoy your memories



Relive your favorite memories with personalized collections of photos and videos that are set to music and play like a movie. In the sidebar, tap Memories. Each memory features photos from your library curated around a theme—like a person, pet, place, event, or activity.

Edit your photos



To make your photos stand out, adjust light and color, crop, rotate, add a filter, and more. Open a photo or video, then tap  to start editing.

Share your photos



Open a photo or video, tap , then choose a share option like Mail, Messages, or AirDrop. To share all the photos and videos in a collection, tap , then tap Share Photos.

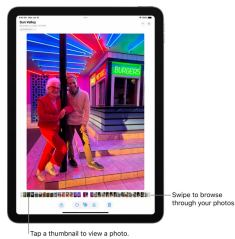
Want to learn more?

- [View photos and videos](#)
- [Find and name people and pets](#)
- [Customize the Photos app](#)
- [Watch memories](#)
- [Edit photos and videos](#)

View photos and videos on iPad

Use the Photos app to view photos and videos on your iPad.

View individual photos

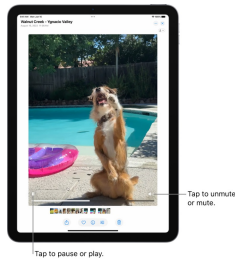


1. Go to the Photos app 📷 on your iPad.
2. Tap a photo to view it in full screen.

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

3. Tap ✕ to close the photo and continue browsing your library.

Play a video

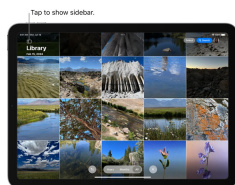


1. Go to the Photos app 📷 on your iPad.
2. Tap a video to play it.
3. Tap ✕ to close the video and continue browsing your library.

Browse the library

In the Photos app 📷, swipe down to see more photos. The most recent photos are at the bottom; continue swiping down to go back in time.

Tip: When viewing the library, pinch the screen to zoom in or out.



Browse collections

Below your library, your photos and videos are organized into curated collections like Recent Days, Trips, and People & Pets. Under each heading, you can scroll through recent collections, or tap the heading to see more.

Tap a collection to open it and see the detailed view with highlights. Swipe right or left to see other collections.



See photo and video information on iPad

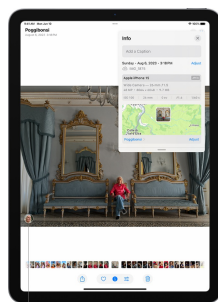
You can see saved metadata information about a photo or video in the Photos app. You can also change the date, time, and location stored within an item's metadata information.

View photo and video metadata

1. Go to the Photos app 📷 on your iPad.
2. Tap the photo or video whose metadata you want to see, then swipe up or tap ⓘ.

Depending on the photo or video, you see the following details:

- People identified in the photo
- A caption field to describe the photo or video, and make it easier to find in Search
- Items detected by [Visual Look Up](#)
- What device captured the photo or video
- The date and time the photo or video was taken (tap Adjust to edit the date and time)
- Camera metadata such as lens, shutter speed, file size, and more
- Where the photo or video was taken (tap the link to view the location in Maps; tap Adjust to edit the location)
- Who shared the photo or video with you, if it was shared
- What albums this photo is in



Tap a circle to name someone in the photo.

Change the date, time, or location

1. Go to the Photos app 📷 on your iPad.
2. Tap a photo or video to open it, then tap ⓘ.
3. Tap Adjust Date & Time or Adjust Location, then enter the new information.

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

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

Find your photos and videos

Find photos and videos by date on iPad

You can find photos and videos taken on a particular date—year, month, or day—in the Photos app.



View the photos and videos you took on a recent day

You can find the photos and videos you took on a particular day in the Recent Days collection below the photo library.

1. Go to the Photos app 📷 on your iPad.
2. Scroll down to Recent Days, then tap a day to see all the photos and videos from that day.

Swipe left or right to quickly move to other days.

When you open a day from Recent Days, you see a summary of the best photos from the day. To see all the photos you took that day, tap ⓘ, then tap All.

Browse through your library by year or month

1. Go to the Photos app 📷 on your iPad.
2. Swipe down to scroll through your library, then select one of the following:
 - *Years*: Quickly locate a specific year in your photo library.
 - *Months*: View collections of photos that you took throughout a month, organized by significant events—like a family outing, social occasion, birthday party, or trip.

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

You can also search for a specific date. See [Search for photos and videos](#).

Find and name people and pets in Photos on iPad

The Photos app sorts photos and videos of people, dogs, and cats in the People & Pets collection (or the People collection if no pets appear). You can name a person, dog, or cat directly from a photo or video in your photo library, or in People & Pets.



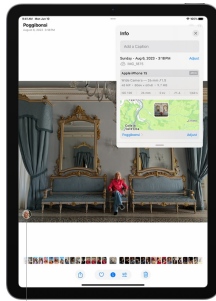
Name a person or pet in a photo or video

When you name a person or pet in a photo or video, they're automatically added to People & Pets and named in other photos and videos in your library.

1. Go to the Photos app 📷 on your iPad.
2. Open a photo or video, then swipe up to see the details.

People or pets in the photo or video appear in the bottom-left corner. A question mark appears next to those you haven't named.

3. Tap the person or pet with a question mark next to their picture, then tap Name This Person or Name This Pet.

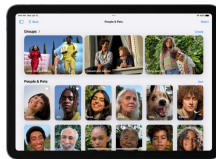


Tap a circle to name someone in the photo.

4. Enter their name, tap Next, then tap Done.

Name a person or pet in the People & Pets collection

1. Go to the Photos app 📷 on your iPad.
2. Tap People & Pets in the sidebar, then tap the person or pet you want to name.



3. Tap Name This Person or Name This Pet, then enter their name.
4. Tap Done.

If the person or pet you want to name doesn't appear, tap Add People at the bottom of People & Pets to see more faces.

To create and edit groups, see [Find group photos](#).

Change the key photo for a person or pet

1. Go to the Photos app 📷 on your iPad.
2. Tap People & Pets in the sidebar, then tap a person or pet.
3. Tap 🗑️, then tap Show Faces.
4. Touch and hold a photo, then tap Make Key Photo.

Mark a person or pet as a favorite

Mark the people or pets that you interact with the most as favorites so that it's easier to find them.

1. Go to the Photos app 📷 on your iPad.
2. Tap People & Pets in the sidebar.
3. Touch and hold a person or pet, then tap Favorite.

To unfavorite a person or pet, touch and hold their key photo in People & Pets, then tap Unfavorite.

Fix incorrect names

1. Go to the Photos app 📷 on your iPad.

2. Tap People & Pets in the sidebar, then tap the person or pet with the incorrect name.
3. Do one of the following:
 - *Rename the person or pet for all items:* Tap , tap Edit Name and Photos, tap the name, then edit it. Tap Done.
 - *Fix a specific item:* Tap the photo or video with the incorrect name, tap , then tap This is Not *[name]*.

You can also fix incorrect names while viewing a photo in your library. Swipe up to see the photo information. Tap the incorrectly named person or pet in the bottom-left corner of the photo, then tap This is Not *[name]*.

Sort People & Pets alphabetically or manually

1. Go to the Photos app  on your iPad.
2. Tap People & Pets in the sidebar.
3. Tap Sort, then choose one of the following:
 - *Sort alphabetically:* Tap Name.
 - *Sort manually:* Tap Custom, then touch and hold a key photo and drag it to a new position.

Remove a person or pet

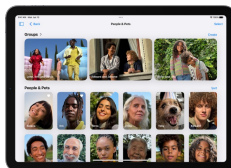
1. Go to the Photos app  on your iPad.
2. Tap People & Pets, then touch and hold the person or pet you want to remove.
3. Tap Hide *[name]*.

Tip: If you prefer, you can feature a person or pet less frequently instead of removing them. See [Show a person less frequently or not at all](#).

When you use [iCloud Photos](#), People & Pets is kept up to date on all your devices.

Find group photos on iPad

The Photos app recognizes groups of people and pets who often appear together in pictures and videos, and sorts them into group collections. For example, if you have many pictures of your family or group of friends, Photos creates a collection for each of those groups.



Find group photos and videos

1. Go to the Photos app  on your iPad.
2. Tap People & Pets in the sidebar.

3. Below Groups, swipe to find the group you're looking for, then tap to see all your photos with that group.

Tip: To see photos with the group members and other people, tap , tap View Options, then tap Include Other People.

To share the photos in the group, tap , then tap Share Photos.

Create a group

You can create a group with any combination of people and pets from the People & Pets collection.

1. Go to the Photos app  on your iPad.
2. Tap People & Pets in the sidebar.
3. To the right of Groups, tap Create.
4. Select the people and pets you want in the group, then tap Add.
5. Tap the default name and type a custom name for the group, then tap Done.

Edit or delete a group

1. Go to the Photos app  on your iPad.
2. Tap People & Pets in the sidebar.
3. Below Groups, touch and hold the group you want to edit, then do one of the following:
 - *Rename the group:* Tap Edit Name and People, then type a new name.
 - *Add or remove people:* Tap Edit Name and People. To remove someone, tap  at the top-left corner of their picture. Tap Add People & Pets to add someone.
 - *Edit the Group photo:* Tap Edit Name and People, then tap Edit Key Photo.
 - *Delete the Group:* Tap Delete This Group.

Change the order of groups

1. Go to the Photos app  on your iPad.
2. Tap People & Pets in the sidebar.
3. Touch and hold a group, then drag it to a new position.

Browse photos by location on iPad

The Photos app creates collections of your photos and videos based on where they were taken. You can use the Map view to see photos taken in a specific location, look for photos taken nearby, and see collections of photos on a map.

Browse photos by location

1. Go to the Photos app  on your iPad.

2. In the sidebar, tap Pinned Collections, then tap Map.

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

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

See where a photo was taken

1. Go to the Photos app  on your iPad.
2. Open a photo, then swipe up to [see photo and video information](#).
3. Tap the map or address link to see more details.

Tip: To see more photos from this location, tap Show Nearby Photos.

To change the location or address where the photo was taken, see [Change the date, time, or location](#).

Find recently saved photos on iPad

You can find all the photos you've saved from other apps—like Messages, Safari, and Mail—in the Recently Saved collection. Photos and videos that were sent to you using AirDrop also appear here.



1. Go to the Photos app  on your iPad.
2. Do any of the following:
 - In the sidebar, tap Pinned Collections, then tap Recently Saved.
 - Swipe down on the grid, tap , then tap Sort by Recently Added.

To see where you saved a photo or video from, open it, then swipe up to see information about the photo.

Tip: To see photos you saved today, tap  in Recent Days.

Find your travel photos on iPad

In the Photos app, you can quickly find photos and videos from your trips grouped into collections, based on location data from the photos.

1. Go to the Photos app  on your iPad.
2. Scroll down to Trips, then tap the trip collection you want to view.

To find travel photos from an older trip, tap Trips, then choose a year to browse.

Find receipts, QR codes, recently edited photos, and more on iPad

In the Photos app, you can find collections of photos and videos in Utilities. You can easily revisit photos you recently edited, saved, viewed, or shared, or find collections of photos based on the content of the photo—like documents, receipts, handwriting, illustrations, and QR codes.

Find receipts, QR codes, and more in Utilities

1. Go to the Photos app  on your iPad.
2. Scroll down, then tap Utilities.
3. Tap the collection you want to view.

Note: Some Utilities collections, like Hidden and Recently Deleted, are locked by default for your privacy. See [Lock and unlock the Recently Deleted and Hidden collections](#).

Find recovered items and save or delete them

If a photo or video wasn't saved properly and couldn't be added to your library, you may find a copy of it in Recovered.

1. Go to the Photos app  on your iPad.
2. Scroll down, then tap Utilities.
3. Tap Recovered, then tap the photo or video you want to recover.
4. Tap Permanently Delete or Restore to Library.

Important: When you delete a recovered photo or video, it's deleted permanently. You can't recover photos that you deleted from the Recovered collection in Utilities.

Find screenshots, Live Photos, and more by media type on iPad

In the Photos app, you can find what you're looking for by media type. For example, browse all your portrait photos or time-lapse videos in one place.



1. Go to the Photos app  on your iPad.
2. Scroll down, then tap Media Types.
3. Tap the type of photo or video you want to view.

Customize the Photos app on iPad

You can remove, reorder, and pin collections to organize them the way you want.

Reorder collections

You can change the order of collections so that the items you use most frequently are the first ones you see below the photo grid. For example, if you frequently view your photo albums, you can move them above other collections.

1. Go to the Photos app  on your iPad.
2. Scroll to the bottom of the app, then tap Customize & Reorder.
3. Drag the collections into a new order.

Hide or unhide a collection

You can hide any collections you don't want displayed. When you hide a collection, none of your photos are lost. You can unhide the collection at any time to view the photos in it.

1. Go to the Photos app  on your iPad.
2. Scroll to the bottom of the app, then tap Customize & Reorder.
3. Deselect the collections you want to hide.
4. To unhide a collection, select its checkbox.

To reset all your collections back to the default, tap Reset.

Pin a collection

You can choose what albums and collections appear in Pinned Collections, to make them easy to find.

1. Go to the Photos app  on your iPad.
2. Scroll down, then tap Pinned Collections.
3. Tap Modify, then do any of the following:
 - *Remove a pinned collection:* Tap , then tap Delete.
 - *Pin a collection:* Tap the suggested collection you want to add, or tap Any Collection or Album to see more options.
 - *Reorder pinned collections:* Drag the collections into a new order.

Note: The collections with  next to them are currently in your pinned collections. The collections with  next to them are not yet pinned.

Set the background color of Edit mode

By default, the background of Edit mode matches the light or dark appearance of your iPad. You can change the background color of Edit mode—for example, set it to always appear dark if you prefer to edit photos against a dark background.

1. Go to the Photos app  on your iPad.
2. Tap a photo or video to open it, then tap .
3. Tap , tap Appearance, then do one of the following:
 - *Match edit mode to the light or dark appearance of your iPad:* Tap System.
 - *Make Edit mode always appear dark:* Tap Dark.
 - *Make Edit mode always appear light:* Tap Light.

Reset suggestions and hide or show featured content

You can reset suggested memories and People & Pets suggestions, and turn featured content and holiday events on or off.

1. Go to the Photos app  on your iPad.

2. Tap your account in the top-right corner.
3. Do any of the following:
 - *Hide featured content and memories:* Turn off Show Featured Content to prevent Photos from automatically generating featured photos and memories.
 - *Turn off holiday events:* Turn off Show Holiday Events to prevent Photos from creating memories and featured content about holidays.
 - *Reset memories:* Tap Reset Suggested Memories to bring back any memories you altered or featured less.
 - *Reset people and pets:* Tap Reset People & Pets Suggestions to bring back any people or pets you featured less.

Turn off autoplay of videos and Live Photos

By default, videos and Live Photos automatically play when you open collections and albums. You can turn autoplay on or off.

1. Go to the Photos app  on your iPad.
2. Tap your account in the top-right corner.
3. Turn Auto-Play Motion on or off.

Turn off the preview view in collections and albums

By default, a preview of your best shots automatically plays at the top of the screen when you open collections and albums. You can turn automatic previewing on or off.

1. Go to the Photos app  on your iPad.
2. Open a collection or album, then tap .
3. Tap Hide Preview.

To turn it back on, tap , then tap Show Preview.

Filter and sort the photo library on iPad

To help you find the photos and videos you're looking for, you can change how items in the library are sorted, filter the library to show only particular items, and change the layout of the photo grid.

Choose how to sort the library

1. Go to the Photos app  on your iPad.
2. Swipe down on the photo grid to browse through your library.
3. Tap , then choose how to sort the items in your library:
 - *By when you took, imported, or saved each item:* Tap Sort by Recently Added. Photos and videos you added most recently appear at the bottom of the library.
 - *By when each item was originally captured:* Tap Sort by Date Captured. Photos and videos you save or import are organized by the date they were taken, not the date you saved them to the Photos app.

Filter the library

You can filter the library to only see particular items, and temporarily hide everything else.

1. Go to the Photos app  on your iPad.
2. Swipe down on the photo grid to browse through your library.
3. Tap , then tap Filter.
4. Choose one or more filters to apply.

You can apply multiple filters at the same time. For example, select Photos and Edited to see only photos you've edited.

5. To remove the filters and return to the full library, tap All Items.

Hide or unhide screenshots from the photo library

1. Go to the Photos app  on your iPad.
2. Swipe down on the photo grid to browse through your library.
3. Tap , then tap View Options.
4. Select Screenshots to show screenshots in the photo library.

You can deselect screenshots at any time to hide them.

Change the layout of the photo grid

1. Go to the Photos app  on your iPad.
2. Swipe down on the photo grid to browse through your library.
3. Tap , then tap View Options.
4. Choose any of the following:
 - *Zoom In*: See each photo or video thumbnail larger.
 - *Zoom Out*: See more photos and video thumbnails at the same time.
 - *Aspect Ratio Grid*: View each photo or video thumbnail in its actual shape, horizontal or vertical. To return to square thumbnails, tap Square Photo Grid.
 - *Unhide Screenshots*: By default, screenshots are hidden in the library. Select Screenshots to unhide them.
 - *Show Shared with You*: Show photos and videos in the library that someone shared with you in Messages.

Back up and sync your photos with iCloud

You can use iCloud Photos to keep your photos and videos securely stored in iCloud. If you turn on iCloud Photos on all your devices, you can see the photos and videos you took on iPad on any device. You can also access your iCloud photos and videos in a web browser.

When iCloud Photos is turned on, the photos and videos you take are uploaded automatically and stored in their original format at full resolution. Any changes you make to your photo collection on one device are reflected on your other devices, too.

Note: Make sure that you're signed in to the same [Apple Account](#) on all your devices, and that your devices meet these minimum system requirements: iOS 8.3, iPadOS 13.1, macOS 10.10.3, or later, or a Windows device with iCloud for Windows 7.x or later.

To learn more, see [Set up iCloud Photos on all your devices](#).

Turn on iCloud Photos

1. Tap Settings  > [your name] > iCloud.
2. Tap Photos, then turn on Sync this iPad.

iCloud automatically uploads every photo and video you take to iCloud, so your photos are backed up and in sync, and you can access your library from any device, anytime.

Check if your photos are backed up to iCloud

You can check that iCloud Photos is syncing your photos to iCloud, so that you have copies if something happens to your iPad. If syncing is paused, it means your photos are not being backed up to iCloud.

1. Go to the Photos app  on your iPad.
2. In the top-right corner of the screen, you can see a preview of your syncing status. You may see any of the following:
 - *Yellow badge:* iCloud syncing is paused. Tap your account icon to see the details.
 - *Yellow warning icon:* Your iCloud storage is almost full. Tap your account icon to see the details.
 - *Red exclamation mark:* Your iCloud storage is full. See [Save space](#) or [Get more iCloud storage](#).
 - *Blue badge:* You have notifications from a shared library or shared album. Tap your account icon to see the details.
 - *Partially filled blue circle around your account icon:* Photos are actively uploading to iCloud. Tap your account icon to see the details.
 - *Partially filled gray outline around your account icon:* Uploads are paused. Tap your account icon to see the details.
3. Tap your account to see more details. The last time your iPad synced with iCloud appears below the account profile.

Save space on your iPad

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

To turn it off, go to Settings  > [your name] > iCloud. Tap Photos, then tap Download and Keep Originals.

Get more iCloud storage

If your uploaded photos and videos exceed your storage plan, you can upgrade to iCloud+ for more storage and additional features. See [Subscribe to iCloud+](#).

Delete or hide photos and videos on iPad

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

When you [use iCloud Photos](#), any photos you delete or hide are deleted or hidden on all your devices.

Delete or hide a photo or video

1. Go to the Photos app  on your iPad.
2. While viewing a photo or video, do any of the following:
 - *Delete*: Tap  to delete a photo from your iPad and other devices where iCloud Photos is turned on and you're signed in to the same Apple Account.

Deleted photos and videos are kept in Recently Deleted for 30 days. During that time, you can recover or permanently remove them from all devices.
 - *Hide*: Tap , then tap Hide.

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

To turn off the Hidden collection so it doesn't appear in the Photos app, see [Hide the Hidden collection from view](#).

Delete or hide multiple photos and videos

1. Go to the Photos app  on your iPad.
2. Swipe down to see the full photo grid.
3. Tap Select, then tap the photos and videos you want to delete or hide.
4. Do any of the following:
 - *Delete*: Tap  to delete the items from your iPad and other devices where iCloud Photos is turned on and you're signed in to the same Apple Account.

Deleted photos and videos are kept in Recently Deleted, below Utilities in the sidebar, for 30 days. During that time, you can recover or permanently remove them from all devices.
 - *Hide*: Tap , then tap Hide.

Hidden photos and videos are kept in Hidden, below Utilities in the sidebar.

Unhide photos

You can unhide a photo you previously hid, so that it reappears in your photo library.

1. Go to the Photos app  on your iPad.
2. Tap Utilities in the sidebar, then tap Hidden.
3. Tap the photo you want to unhide.
4. Tap , then tap Unhide.

Recover or permanently delete deleted photos

1. Go to the Photos app 📷 on your iPad.
2. Tap Utilities in the sidebar, then tap Recently Deleted.
3. Tap Select, then choose the photos and videos you want to recover or delete.
4. Tap 😊 at the bottom of the screen, then tap Recover or Delete.

Note: If the photos you're looking for don't appear in Recently Deleted, they may be in Recovered. See [Find recovered items and save or delete them](#).

Lock and unlock the Recently Deleted and Hidden collections

Recently Deleted and Hidden are locked by default. You unlock these collections using Face ID, Touch ID, or your passcode.

To change the default setting from locked to unlocked, go to Settings > 🔒 > Apps > Photos, then turn off Use Touch ID, Use Face ID, or Use Passcode.

Hide the Hidden collection from view

By default, the Hidden collection is locked. You can add an extra layer of privacy by removing it from view.

1. Go to the Photos app 📷 on your iPad.
2. Tap your account in the top-right corner.
3. Turn off Hidden Album.

Search for photos and videos on iPad

When you tap Search in the Photos app, you see suggestions of dates, people, and locations to help you find what you're looking for.

Tap the suggestions or type keywords into the search field—for example, a person's name, date, or location—to help you find a specific photo.

Tip: You can also find photos and videos in your photo library when you [search with Spotlight on iPad](#).



Search for photos and videos

1. Go to the Photos app 📷 on your iPad.
2. In the top-right corner of the screen, tap Search.

3. Search by any of the following:

- Date (month or year)
- Place (city or state)
- Business names (museums or restaurants, for example)
- Category (beach or sunset, for example)
- Events (sports games or concerts, for example)
- A person identified in People & Pets (see [Find and name people and pets](#))
- Text (an email address or phone number, for example)
- Caption (see [See photo and video information](#))

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

Search by shared library participant

If you're a participant in an [iCloud Shared Photo Library](#), you can also search by the person who added the photo or video to the library.

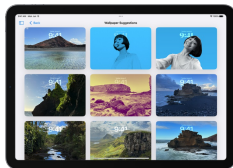
1. Go to the Photos app  on your iPad.
2. In the top-right corner of the screen, tap Search, then enter "Shared by."
3. Tap a suggested name.

Search with Apple Intelligence

If you have an [iPad that supports Apple Intelligence](#), you can use Apple Intelligence to search for specific images by describing what you want to find. You can also search video clips for key moments. See [Search for specific photos and videos with Apple Intelligence](#).

Get wallpaper suggestions in Photos on iPad

You can get wallpaper suggestions for your Lock Screen or Home Screen that stylize photos of your favorite people and pets.



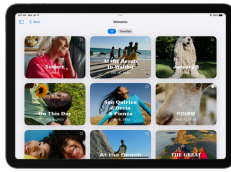
1. Go to the Photos app  on your iPad.
2. Scroll down, then tap a suggested wallpaper (below Wallpaper Suggestions).

To customize the Lock Screen, including choosing colors, clock font, and more, see [Create a custom Lock Screen](#).

Watch and personalize memories

Watch memories in Photos on iPad

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



Play a memory

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then tap a memory to play it.
3. As you watch, you can do any of the following:
 - *Pause*: Tap the screen, then tap .
 - *Go backward or forward*: Swipe left or right on the screen. Or tap the screen, then slide the frames at the bottom of the screen left or right.
 - *Close a memory*: Tap the screen, then tap .

Tip: To set a memory to loop, tap , then tap Loop Movie.

Create a memory

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

1. Go to the Photos app  on your iPad.
2. Tap an existing collection or album, then tap Movie to watch the photos and videos as a memory.

To create a memory from scratch, [create a photo album](#), then follow the steps above to watch it as a memory.

If you have an [iPad that supports Apple Intelligence](#), you can use Apple Intelligence to create a memory movie. Describe the story you want to see, and Apple Intelligence finds the best photos and videos, crafts a storyline, and sets it to music. See [Create a memory movie](#).

Share a memory as a video

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then tap the memory you want to share.
3. While the memory plays, tap the screen, then tap .
4. Tap Share Movie, then choose a sharing method, such as AirDrop, Messages, or Mail.

Tip: To send just the photos in the memory, not the full movie, tap Photos at the bottom of the screen, tap , then tap Share Photos.

Share all the photos from a memory

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then tap the memory you want to share.
3. While the memory plays, tap the screen, then tap Photos.

4. Tap , then tap Share Photos.
5. Choose a sharing method, such as AirDrop, Messages, or Mail.

Add a memory to Favorites

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then tap  in the top-right corner of the memory.

To view your favorite memories, tap Memories, then tap Favorites.

Delete a memory

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then touch and hold the memory you want to delete.
3. Tap Delete Memory.

Personalize your memories in Photos on iPad

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



Add a Memory mix

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

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then tap a memory to play it.
3. Tap the screen, then tap .
4. Swipe left to view different Memory mixes.
5. Tap the screen to apply a Memory mix.

Change the Memory look

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

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then tap a memory to play it.
3. Tap the screen, then tap .
4. Tap .

5. Tap a Memory look, then tap Done.

Change the music

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

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then tap a memory to play it.
3. Tap the screen, then tap .
4. Tap .

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

5. Tap a song, then tap Done.

Add or remove photos

You can choose the photos that appear in a memory—add or remove suggested featured photos, or choose photos and videos directly from your library.

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then tap a memory to play it.
3. Tap the screen, tap Photos, then tap .
4. Tap Edit Title and Photos, then tap Add Photos.
5. Do any of the following:
 - *Add a photo from your photo library:* Tap All, scroll through your library, then tap the photos you want to add.
 - *Remove photos:* Deselect a photo to remove it from the memory.
 - *Search for photos in your photo library:* Tap the search bar, then type the name of a person, place, or date. Tap a search result, then tap the photos you want to add.
6. Tap Done.

Edit the title, subtitle, and key photo

You can edit the title or subtitle of a memory movie, or change the key photo that appears with the title of the memory movie.

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then tap a memory to play it.
3. Tap the screen, then tap .
4. Tap Edit Movie Title, then do any of the following:
 - *Edit the memory title or subtitle:* Enter a new title or subtitle in the text fields.
 - *Change the key photo:* Tap Edit Key Photo, then tap a photo.
5. Tap Done.

Reorder photos in a memory

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then tap a memory to play it.
3. While the memory plays, tap the screen, then tap .
4. Tap Edit Movie Timeline, touch and hold a photo, then drag it to a new position in the grid.
5. Tap < to return to the memory.

Change the length of a memory

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

1. Go to the Photos app  on your iPad.
2. Tap Memories in the sidebar, then tap a memory to play it.
3. Tap the screen, then tap .
4. Tap Short, Medium, or Long.

If you customized the length of the movie by adding or removing photos yourself, Custom is selected as the length.

Make and play slideshows in Photos on iPad

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

1. Go to the Photos app  on your iPad.
2. Swipe down to see the photo grid, then tap Select.
3. Tap each photo you want to include in the slideshow, then tap .
4. Tap Play as Slideshow.

Note: Your slideshow is automatically saved as a memory. To view it later, scroll down to the Memories section of the Photos app.

To change the slideshow music, theme, and more, see [Personalize your memories](#).

Feature a person or holidays less often in Photos on iPad

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

Show a person less frequently or not at all

1. Go to the Photos app  on your iPad.

2. Open a photo of the person you want to show less often.
3. Tap , then tap Feature This Person Less.
4. Choose Feature This Person Less, then choose an option.
5. Tap Confirm.

Turn off holiday memories

You can turn off all memories that feature holiday events in your home country or region.

1. Go to Settings  > Apps > Photos.
2. Turn off Show Holiday Events.

Turn off Memories and Featured Photos

You can turn off Memories and Featured Photos in the For You section of the Photos app and the Photos widget.

1. Go to Settings  > Apps > Photos.
2. Turn off Show Featured Content.

Use photo albums

Create photo albums on iPad

Use albums in the Photos app to view and organize your photos and videos.



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

Create a new album

1. Go to the Photos app  on your iPad.
2. Tap Albums, then tap Create.
3. Tap New Album, then add a name for your album, add photos, and choose a key photo to represent the album.
4. Tap Done.

To create an album you collaborate on with other people, see [Create shared albums](#).

Add a photo or video from your library to an album

1. Go to the Photos app  on your iPad.

2. Tap the photo or video you want to add, then tap .

If you want to add multiple photos and videos at once, tap Select, tap the photo and video thumbnails you want to add, then tap .

3. Tap Add to Album, then do one of the following:
 - *Add to an existing album:* Tap an existing album below My Albums.
 - *Start a new album:* Tap , then give the album a name.

Edit and organize albums in iPad

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

Add photos to an album

1. Go to the Photos app  on your iPad.
2. Tap Albums, then tap the album.
3. Tap  after the last photo in the album's photo grid.
4. Select the photos or videos you want to add to the album, then tap Add.

Tip: Use the search field at the top of the screen to find photos from a specific time or place.

Remove photos from an album

1. Go to the Photos app  on your iPad.
2. Tap Albums, then tap the album to open it.
3. Tap the photo or video you want to remove to view it in full screen, then tap .
4. Choose one of the following:
 - *Remove from Album:* The photo is removed from that album, but remains in other albums and your library.
 - *Delete from Library:* The photo is removed from all albums and your library and moved to Recently Deleted.

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

Rename an album

You can rename an album that you created in Photos.

1. Go to the Photos app  on your iPad.
2. Tap Albums, then tap the album to open it.
3. Tap , then tap Edit Title and Photos.
4. Enter the new name in the text field, then tap Done.

Delete albums

1. Go to the Photos app  on your iPad.
2. Tap Albums, then touch and hold the album you want to delete.
3. Tap Delete Album.

Organize albums in folders

1. Go to the Photos app  on your iPad.
2. Tap Albums, tap Create, then choose New Folder.
3. Name the folder, then tap .

To remove an album from a folder, tap the folder to open it, touch and hold an album, then tap Move Album out of "[name]."

Filter and sort photos and videos in albums on iPad

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

Filter photos and videos in an album

1. Go to the Photos app  on your iPad.
2. Tap Albums, then open an album.
3. Tap , tap Filter, then choose an option.
4. Tap Done.

To remove a filter from an album, tap the icon that replaced  in the bottom-left corner of the screen, tap Filter, then tap All Items.

Sort photos and videos by oldest or newest

1. Go to the Photos app  on your iPad.
2. Tap Albums, then open an album.
3. Tap , then choose an option.

To quickly customize the order, you can also touch and hold a photo or video thumbnail, then drag it where you want it to appear.

Share photos and videos

Share photos and videos on iPad

You can share photos and videos in Mail or Messages, or other apps you install. You can also use [AirDrop](#) to instantly share photos with anyone nearby on an iPhone, iPad, Mac, or Apple Vision Pro.

To learn about transferring photos and videos to an external storage device, see [Import and export photos and videos](#).

Share photos and videos

1. Go to the Photos app  on your iPad.
2. Do any of the following:
 - *Share a single photo or video:* Open the photo or video, tap , then choose a share option such as Mail, Messages, or AirDrop.



- *Share multiple photos or videos:* When viewing a screen with multiple thumbnails, tap Select, then tap the thumbnails of the photos and videos you want to share. Tap , then choose a share option such as Mail, Messages, or AirDrop.
- *Share all the photos in a collection:* While viewing a collection—like a collection from Recent Days, Memories, or Trips—tap , tap Share Photos, then choose a share option such as Mail, Messages, or AirDrop.

You can also create a shared album so that you can collaborate on the album with just the people you choose. See [Create shared albums](#).

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

Adjust the information you share about a photo

Before you share a photo or video, you can adjust the format, file type, and information that gets shared with it.

1. Go to the Photos app  on your iPad.
2. Open the photo or video, tap , tap Options, then do any of the following:
 - *Turn off location data:* Turn off Location.
 - *Adjust the file format:* Tap Automatic for the best file format for the destination, tap Current to prevent a file format conversion, or tap Most Compatible and files may convert to JPEG or MOV.
 - *Send as iCloud link:* Turn on iCloud Link to share a URL to view or download the photos or videos. iCloud links are available for 30 days.
 - *Send all photo data:* Turn on All Photos Data to share the original file with edit history and metadata; the recipient can view and modify the current version (available with AirDrop and iCloud links only).
3. Tap Done.

Save or share a photo or video you receive

You can save photos shared with you from other apps, like Messages or Mail.

Touch and hold the photo or video, then tap .

To view your saved photos and videos, see [Find recently saved photos](#).

See photos and videos shared with you in Messages

You can see photos shared with you in conversations in Messages—even if you haven't saved them.

1. Go to the Photos app  on your iPad.
2. Tap your account in the top-right corner.
3. Tap Shared with You.

To save a photo, tap it, then tap Save Shared Photo.

Share long videos on iPad

Some long video files are too large to send in a standard text message. You can use AirDrop, iCloud, or Mail Drop to send long videos that you record with your iPad camera.

Send a video using AirDrop

The simplest way to send a large video to a nearby iPhone, iPad, Mac, or Apple Vision Pro is with AirDrop . AirDrop sends information using Wi-Fi and Bluetooth®, so before sending, make sure both you and the recipient have these controls turned on in [Control Center](#).

1. If the person you're sending the video to isn't in your contacts, have them do one of the following:
 - *On iPhone or iPad:* Go to Settings  > General > AirDrop, then tap Everyone for 10 Minutes.
 - *On a Mac:* Choose Apple menu  > System Settings, then click General in the sidebar. Click AirDrop & Handoff, then click the pop-up menu next to AirDrop and choose Everyone.
2. Go to the Photos app  on your iPad.
3. Tap the video you want to send, then tap .

If you want to send the video in its original format, including metadata, location, and any associated edit history or captions, tap Options, then turn on All Photos Data.

4. Tap AirDrop, then tap the contact or device you want to share with.

After you share, the recipient receives an alert to accept or decline the AirDrop transfer.

Send a video using an iCloud link

An iCloud link is a URL that you can use to send a large video with Messages or Mail.

To send an iCloud link, make sure you have [iCloud Photos turned on](#). Then follow these steps:

1. Go to the Photos app  on your iPad.
2. Tap the video you want to send, then tap .
3. Tap Options, then tap iCloud Link.

4. Go to Messages , Mail , or another communication app, then enter the recipient of the iCloud link. Paste the iCloud link into a message, and send it.

Recipients have 30 days to download a video sent with an iCloud link.

Send a video using Mail Drop

With Mail Drop, you can send a large video as an attachment in Mail.

1. Go to the Photos app  on your iPad.
2. Tap the video you want to send, tap , then tap Mail.
3. Tap the To field, then enter the name or email of the recipient.

If you want to add a subject or message, tap the Subject field or message body.

4. Tap  to send.

Recipients have 30 days to download Mail Drop attachments.

Create shared albums in Photos on iPad

With the Shared Albums feature, you can create albums to share photos and videos with just the subscribers you choose—and they can add their own photos, videos, and comments for everyone to see. If you set up a shared album, you can also rename or delete it.

Before you begin

1. Make sure you're signed in to your [Apple Account](#) on your iPad and any other devices you want to use with Shared Albums.
2. Go to Settings  > [your name] > iCloud > Photos, then turn on Shared Albums.

Create a shared album

1. Go to the Photos app  on your iPad.
2. Tap  to show the sidebar, then tap Shared Albums.
3. Tap Shared Albums, then tap Create.
4. Enter a name for the album, then tap Done.
5. To invite people, tap Invite. Enter the name of a contact you want to add, or type the email address or phone number associated with the recipient's Apple Account. See [Invite or remove people](#).

Join a shared album

When you're invited to join a shared album, a notification appears on your iPad screen.

Tap the notification, then tap Accept on the album in the Photos app.

If you don't join the shared album by tapping the notification, you can also do the following:

1. Go to the Photos app  on your iPad.
2. Tap For You.

3. Tap Accept on the new album, below Shared Album Activity.

Note: The person who created the album receives a notification when a subscriber accepts the invitation to join the shared album.

Rename a shared album

The creator of a shared album can change its name.

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then tap an album.
3. Tap , then tap Shared Album Details.
4. Enter a new name, then tap Done.

Delete or remove yourself from a shared album

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then tap an album.
3. Tap .
4. Tap Delete Shared Album if you created the album, or tap Unsubscribe if you're a subscriber.

Photos that you saved or downloaded from a shared album to your photo library stay in your library even if the shared album is deleted, or the person who created the album stops sharing it. See [Save photos and videos from a shared album to your photo library](#).

Add and remove people in a shared album in Photos on iPad

If you're the creator of a shared album, you can invite more subscribers to join the album. You can also remove subscribers from the album, manage album notifications, and turn posting for subscribers off and on. If you have friends and family who don't use iCloud, you can share the album with them by sending an iCloud URL.

Invite or remove people

The creator of a shared album can invite new subscribers to join the shared album.

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then tap an album.
3. Tap , then tap Shared Album Details.
4. Do any of the following:
 - *Invite someone:* Tap Invite, then enter the name of the contact you want to add, or type an email address or phone number.
 - *Remove someone:* Tap the name, then tap Remove Subscriber.

Share an album with people who don't use iCloud

The creator of a shared album can create a unique iCloud URL to share the album with people who don't use iCloud.

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then tap an album.
3. Tap , then tap Shared Album Details.
4. Turn on Public Website.
5. Tap Share Link, then choose how you want to share—Mail or Messages, for example.
6. Enter the names, phone numbers, or email addresses of the people you want to share the link with, then send the link.

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

Manage posts and notifications

The creator of a shared album can turn subscriber posting and album activity notifications off and on.

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then tap an album.
3. Tap , tap Shared Album Details, then do any of the following:
 - *Only allow yourself to post photos and videos:* Turn off Participants Can Add Photos; tap again to turn participant posting back on.
 - *Turn off notifications:* Turn off Notifications to stop notifications when subscribers like, comment, or add photos and videos to the album; tap again to turn album notifications back on.
4. Tap Done.

When participants post or comment in a shared album you're a part of, notifications about the activity appear just below the photo grid. To stop getting activity updates, tap your account in the top-right corner, then turn off Shared Albums Activity.

Add and delete photos and videos in a shared album on iPad

You can add and delete photos and videos in a shared album. You can also save photos and videos from a shared album to your photo library.

Add photos and videos to a shared album

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then tap the album.
3. Tap , then tap Add Photos.
4. Select photos and videos, then tap Add.

When you add new photos, the people you share the album with are automatically notified.

Delete photos, videos, and comments from a shared album

The creator of a shared album can delete any photos, videos, or comments in the album. Subscribers can delete anything that they personally added. Anything that

gets deleted is automatically deleted from the shared album on all your devices and the devices of all subscribers.

1. Go to the Photos app  on your iPad.
2. Tap Shared Albums in the sidebar, then tap the album.
3. Touch and hold a photo or video, then tap Delete from Shared Album.

To delete a comment, touch and hold it, then tap Delete.

Save photos and videos from a shared album to your photo library

1. Go to the Photos app  on your iPad.
2. Tap the shared album in the sidebar, then tap a photo or video.
3. Tap , swipe up, then tap Save Image or Save Video.

Set up or join an iCloud Shared Photo Library on iPad

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

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

Note: iOS 16.1, iPadOS 16.1, macOS 13, or later are required to use iCloud Shared Photo Library. Photos and videos added to a shared library won't be available on devices with earlier versions of the software.

Before you begin

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

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

Note: You don't need [Family Sharing](#) turned on to set up a shared library.

Set up an iCloud Shared Photo Library

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

1. Go to the Photos app  on your iPad.
2. Tap your account in the top-right corner.

3. Tap Shared Library, then follow the instructions onscreen to add participants and move photos and videos into the shared library.

Note: Photos and videos you add to the shared library don't appear in your personal library; see [Switch between viewing your iCloud Shared Photo Library and personal library](#).

You can preview the photos and videos you add to the shared library and make changes before you invite participants using Messages or a web link.

Join an iCloud Shared Photo Library

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

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

Add participants to an iCloud Shared Photo Library

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

1. Go to the Photos app  on your iPad.
2. Tap your account in the top-right corner.
3. Tap Manage to the right of Shared Library, then tap Add Participants.

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

Delete or leave an iCloud Shared Photo Library

If you're the organizer of an iCloud Shared Photo Library, you can delete it. If you aren't the organizer, you can leave the shared library.

1. Go to the Photos app  on your iPad.
2. Tap your account in the top-right corner.
3. Tap Manage to the right of Shared Library, then tap one of the following:
 - *Delete Shared Library:* When a shared library is deleted, participants who have been members of the shared library for more than 7 days can copy everything from the shared library into their own libraries. Participants who have been members for less than 7 days can copy only the content they contributed.
 - *Leave Shared Library:* When you leave a shared library, you can copy everything from the shared library into your own library, or just the content you contributed.

All content added to a shared library counts toward the iCloud storage space of the library organizer. See [Add storage space to your iCloud Shared Photo Library](#).

Use iCloud Shared Photo Library on iPad

After you [set up or join an iCloud Shared Photo Library](#), you can share photos and videos with friends and family in the Photos app. You and up to five other participants can add photos and videos to the library, and any edits, comments, or other adjustments made to them are seen by everyone in real time. Content in a shared library is also added to everyone's memories, featured photos, and the Photos widget.

Photos and videos added to the shared library are separate from your personal library. You can easily switch between viewing the shared library, your personal library, or both in the Photos app.

Switch between viewing your iCloud Shared Photo Library and personal library

1. Go to the Photos app  on your iPad.
2. Tap your account in the top-right corner, then do any of the following:
 - *View your Photos content and iCloud Shared Photo Library content:* Tap  Both Libraries.
 - *View only your personal Photos content:* Tap  Personal Library.
 - *View only iCloud Shared Photo Library content:* Tap  Shared Library.

Content that's part of the shared library has a badge  in the top-right corner of the thumbnail when you select the All Photos option at the top of the screen.

Make edits and changes to content in an iCloud Shared Photo Library

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

- Edits; see [Edit photos and videos](#).
- Favorites, captions, keywords, or date and time adjustments; see [See photo and video information](#).
- Deleted content; see [Delete or hide a photo or video](#).

Note: You receive notifications if content you added to the shared library is deleted. To turn off notifications, tap your account in the top-right corner of the screen in Photos, tap Shared Library, then turn off Deletion Notifications. If content you added is deleted, you can move it from Recently Deleted back to your personal library within 30 days.

Move shared content from an iCloud Shared Photo Library to your personal library

Photos that are stored in your shared library have a badge  in their top-right corner. You can move photos and videos that you contributed to the shared library back to your personal library.

1. Go to the Photos app  on your iPad.
2. Open a photo or video, then tap the Shared Library button  at the top of the screen.
3. Tap Move to Personal Library.

Add storage space to your iCloud Shared Photo Library

The content in an iCloud Shared Photo Library is available to all participants, but the iCloud storage used to store the content counts against the library organizer's storage space.

If the shared library content exceeds the organizer's available storage space, the organizer can upgrade to iCloud+ or add additional storage to their existing iCloud+ subscription. See [Subscribe to iCloud+](#).

Add content to an iCloud Shared Photo Library on iPad

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

- Manually move photos from your personal library
- Save photos and videos you take directly to the shared library from Camera 
- Share photos you take when other members of the shared library are nearby
- Share photos and videos you take at home

Note: iOS 16.1, iPadOS 16.1, macOS 13, or later are required to use iCloud Shared Photo Library. Photos and videos added to a shared library won't be available on devices with earlier versions of the software.

Manually add photos and videos to an iCloud Shared Photo Library

You can add individual photos and videos from your personal library to the iCloud Shared Photo Library.

1. Go to the Photos app  on your iPad.
2. Tap the photo or video you want to add to view it in full screen on your iPad. Or, to add multiple photos and videos at the same time, tap Select, then tap the thumbnails you want to add.
3. Tap , then tap Move to Shared Library.

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

Add photos and videos to an iCloud Shared Photo Library directly from Camera

After you [set up or join an iCloud Shared Photo Library](#), when you open Camera , a Shared Library button appears on the side of the screen to let you switch between saving photos and videos to your personal library and saving them to the shared library. By default, Camera saves to your personal library. To switch, tap  to save to the shared library; tap  to switch back to your personal library.

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

Add photos and videos to an iCloud Shared Photo Library when participants are nearby

When you [set up or join an iCloud Shared Photo Library](#), you can choose an option so that photos you take when you're near other participants of the shared library are automatically added to the shared library.

To allow iPad to detect when participants of your shared library are nearby, participants need to be [signed in](#) to their Apple Account on their device and have Bluetooth® turned on in Settings  > Bluetooth.

To turn the feature on or off after you complete the setup process, do the following:

1. Go to the Photos app  on your iPad.
2. Tap your account in the top-right corner.
3. Tap Shared Library, then tap Sharing from Camera.
4. Tap Share Automatically.

Automatically add photos and videos taken at home to an iCloud Shared Photo Library

When you [set up or join an iCloud Shared Photo Library](#), you can have photos and videos you take at home automatically added to the shared library.

To turn the feature on or off after you complete the setup process, do the following:

1. Go to the Photos app  on your iPad.
2. Tap your account in the top-right corner.
3. Tap Shared Library, then tap Sharing from Camera.
4. Turn Share When At Home on or off.

Turn iCloud Shared Photo Library sharing suggestions on or off

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

1. Go to the Photos app  on your iPad.
2. Tap For You in the sidebar.
3. Tap your account in the top-right corner.
4. Tap Shared Library, then turn Shared Library Suggestions on or off.

If you want to get sharing suggestions for additional people, tap Add People, tap a person, then tap Add. The person doesn't have to be a member of the shared library.

For more information about accessing content in a shared library, see the Apple Support article [If you are missing photos after joining an iCloud Shared Photo Library](#).

Edit photos and videos

Edit photos and videos on iPad

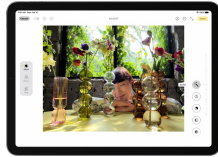
After you take a photo or video, use the tools in the Photos app to edit it on your iPad. You can adjust the light and color, add a filter, and more.

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

Tip: To choose the background color of Edit mode—for example, to set it to always be dark—see [Set the background color of Edit mode](#).

Adjust light and color

1. Go to the Photos app  on your iPad.
2. Tap a photo or video to open it, then tap .



3. Swipe left under the photo to view the lighting adjustments you can make—for example, Exposure, Brilliance, Highlights, and Shadows.
4. Tap the lighting setting you want to edit, then drag the slider to make precise adjustments.

The level of adjustment you make for each lighting setting is indicated by the outline around the button, so you can see at a glance which lighting settings have been increased or decreased. Tap the lighting button to switch between the edited photo or video and the original so you can see the difference your edits made.

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

Tip: Tap  to automatically enhance light and color in a photo or video.

Change the Photographic Style of photos captured on iPhone 16 models

If you took a photo with an iPhone 16 model, you can change or edit the Photographic Style in the Photos app.

1. Go to the Photos app  on your iPad.
2. Open a photo taken with an iPhone 16, then tap .
3. Make sure Styles is selected on the left side of the screen, then do one of the following:
 - *Choose a style:* Tap a style or slide to select one of the style options on the right side of the screen.
 - *Adjust the tone and color:* Tap , then slide your finger on  to simultaneously adjust the tone and color. Drag your finger on the slider below to adjust the intensity level.

As you make adjustments, the values for tone, color, and intensity are shown at the top of the screen. Tap the round arrow to reset these values.

4. Tap Done.

Apply filter effects

1. Go to the Photos app  on your iPad.

2. Open a photo or video, then tap .
3. Tap  on the left side of the screen to apply filter effects such as Vivid or Dramatic.

To remove a filter that was applied when you took the photo, choose Original.

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

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



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

Note: For photos taken with an iPhone 16 model, use Photographic Styles instead of filters to give your photos a customized look. See [Change the Photographic Style of photos captured on iPhone 16 models](#).

Copy and paste edits to multiple photos

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

1. Go to the Photos app  on your iPad.
2. Open the photo or video that contains the edits you want to copy.
3. Tap , then tap Copy Edits.
4. Review and turn off any edits you don't want to copy, then tap Copy.
5. Tap  to return to your library.
6. Tap Select, then tap the thumbnails of the photos you want to paste the edits onto, or open a single photo or video.
7. Tap , then tap Paste Edits.

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

Add stickers, text, and more to a photo

1. Go to the Photos app  on your iPad.
2. Tap a photo or video to open it.
3. Tap , then tap .
4. Tap  to add stickers, captions, text, shapes, or even your signature.
5. Tap Done to save your edits, or if you don't like your changes, tap Cancel.

Crop, rotate, flip, or straighten photos and videos on iPad

You can use the tools in the Photos app to crop, rotate, flip, straighten, or adjust the size of a photo or video on iPad.

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

Crop, rotate, or flip a photo or video

1. Go to the Photos app  on your iPad.
2. Tap a photo or video to open it, then tap .
3. Tap  on the left side of the screen, then do any of the following:



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

Note: When you drag a corner, the crop tool keeps the original aspect ratio of the photo. To change the aspect ratio, tap the lock at the top-right corner of the photo to unlock the aspect ratio.
- *Crop to a standard preset ratio:* Tap  at the top of the screen, then choose an option at the bottom of the screen such as, Square, Wallpaper, 9:16, or 5:7.
- *Rotate:* Tap  to rotate the image 90 degrees.
- *Flip:* Tap  to flip the image horizontally.

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

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

Straighten a photo or video and adjust its perspective

You can straighten a photo or video, or tilt it vertically or horizontally.

1. Go to the Photos app  on your iPad.
2. Tap a photo or video to open it, then tap .
3. Tap .
4. Swipe left under the photo to view editing options.
5. Tap the effect you want to edit, then drag the slider to make precise adjustments.

The level of adjustment you make is displayed by the slider. Tap the button to switch between the edited photo or video and the original.

6. Tap Done to save your edits.

Tip: To undo edits after you save, open the photo or video, tap , then tap Revert.

Remove distractions using Apple Intelligence

If you have an [iPad that supports Apple Intelligence](#), you can use the Clean Up tool to help identify and remove distracting objects in a photo. See [Remove distractions from your photos](#).

Undo and revert photo edits on iPad

While you edit a photo or video, you can undo and redo changes. After saving, if you don't like how your changes look, you can revert back to the original.

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

Undo and redo as you edit

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

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

Revert an edited photo or video

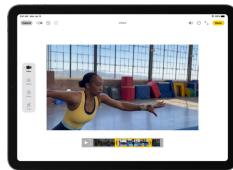
After you edit a photo or video and save your changes, you can revert to the original.

1. Go to the Photos app  on your iPad.
2. Open the edited photo or video, then tap .
3. Tap Revert to Original.

Trim video length, adjust speed, and edit audio on iPad

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

When you capture a video on any iPhone 16 model, you can edit Spatial Audio in the Photos app.



Trim a video

1. Go to the Photos app  on your iPad.
2. Open a video, then tap .
3. Drag either end of the frame viewer to adjust the length, then tap Done.
4. Tap Save Video to save only the trimmed video, or Save Video as New Clip to save both versions of the video.

To undo the trim after you save, open the video, tap , then tap Revert to Original.

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

Edit the video playback speed

You can slow down videos that were captured at a high frame rate for a dramatic effect.

1. Go to the Photos app  on your iPad.
2. Open a video, tap , then tap Video.
3. Tap , then tap a playback speed.

Note: The playback options available depend on the format of the video you captured. The larger the format you capture, the more options are available.

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

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

Edit Spatial Audio captured on iPhone 16 models

When you capture a video on iPhone 16, iPhone 16 Plus, iPhone 16 Pro, or iPhone 16 Pro Max, it records multiple formats like Spatial Audio and Stereo to allow more audio customization. If you record video with Spatial Audio turned on, you can later edit the video sound on your iPad—for example, reduce background noise to focus on the person speaking on camera.

1. Go to the Photos app  on your iPad.
2. Open a video, then tap .
3. Tap Audio Mix, then choose one of the following:
 - *Standard*: Play the original audio you recorded.
 - *In-Frame*: Reduce sounds and voices from sources not visible in the video frame.
 - *Studio*: Reduce background sounds and reverb, to make it sound more like you're recording in a professional studio.
 - *Cinematic*: Put all the voices onto a front-facing track and leave environmental noises in surround, like the audio in movies.
4. Drag the slider next to the mix options to increase or decrease the effect and background noise levels.
5. Tap Done.

Edit Cinematic mode videos on iPad

On iPhone 13 and later, Cinematic mode in Camera applies a depth-of-field effect that keeps the subject of your video sharp while creating a beautifully blurred foreground and background. After capturing the video, you can adjust or remove the Cinematic mode effects in the Photos app.

Cinematic mode videos can be edited on iPad Pro 12.9-inch (3rd generation and later), iPad Pro 11-inch (all generations), iPad Air (3rd generation and later), iPad mini (5th generation and later), and iPad mini (A17 Pro).

Turn off the Cinematic effect

1. Go to the Photos app  on your iPad.

2. Open a video you recorded in Cinematic mode, then tap .
3. Tap Cinematic at the top of the screen, then tap Done.

To turn Cinematic mode back on, repeat these steps.

Change the focus subject in a Cinematic mode video

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

1. Go to the Photos app  on your iPad.
2. Open a video you recorded in Cinematic mode, then tap .

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

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

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

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

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

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

6. Tap Done to save your changes.

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

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

Adjust the depth of field in a Cinematic mode video

1. Go to the Photos app  on your iPad.
2. Open a video you recorded in Cinematic mode, then tap .
3. Tap  at the top of the screen.

A slider appears below the video.

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

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

Export Cinematic mode videos to your Mac

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

Note: To edit Cinematic mode videos recorded on an iPhone with iOS 16 or later, make sure your Mac is using macOS 13 or later.

1. Go to the Photos app  on your iPad.
2. Open a Cinematic mode video, then tap .
3. Tap Options at the top of the screen, turn on All Photos Data, then tap Done.
4. Tap AirDrop, then tap the device you want to share with (make sure the device you're sharing with has AirDrop turned on).

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

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

Export Cinematic mode videos to an external storage device

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

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

1. Go to the Photos app  on your iPad.
2. Select the video you want to export.
3. Tap , then tap Export Unmodified Original.
4. Tap your storage device (below Locations), then tap Save.

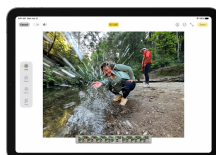
Edit Live Photos on iPad

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

Make Live Photo edits

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

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



Add effects to a Live Photo

You can add effects to Live Photos to turn them into fun videos.

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

Turn a Live Photo into a video

You can turn a Live Photo into a short video to save or share—for example, to share with people not on Apple devices.

1. Go to the Photos app  on your iPad.
2. Open a Live Photo, then tap  in the top-right corner.
3. Tap Save as Video.

Edit portraits on iPad

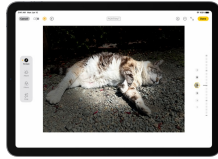
In the Photos app, you can change and adjust the lighting effects, depth of field, and focus point of your portraits.

Change the Portrait Lighting effect

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

1. Go to the Photos app  on your iPad.
2. Tap a portrait photo to open it, then tap .
3. Tap , then drag  to choose a lighting effect.
 - *Natural Light*: The face is in sharp focus against a blurred background.
 - *Studio Light*: The face is brightly lit, and the photo has an overall clean look.
 - *Contour Light*: The face has dramatic shadows with highlights and lowlights.
 - *Stage Light*: The face is spotlighted against a deep black background.
 - *Stage Light Mono*: The effect is like Stage Light, but the photo is in classic black and white.
 - *High-Key Light Mono*: Creates a grayscale subject on a white background—iPad Pro 11-inch (2nd generation or later) and iPad Pro 12.9-inch (4th generation or later) only.
4. Drag the slider left or right to adjust the intensity of the lighting effect.

5. Tap Done to save your changes.



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

Blur the background in portraits

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



1. Go to the Photos app  on your iPad.
2. Tap a portrait photo to open it, then tap .
3. Drag the Depth Control slider to increase or decrease the background blur effect.

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

4. Tap Done.

Change the focus point of a portrait

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

1. Go to the Photos app  on your iPad.
2. Tap a portrait photo to open it, then tap .
3. Tap a new subject or focus point in the photo.
4. Tap Done.

Make stickers from your photos on iPad

In the Photos app, you can make stickers from the subjects in your photos and animated stickers from the subjects in your Live Photos. Then use your stickers to decorate messages, photos, notes, and more.

Turn a photo into a sticker

You can turn the main subject of a photo into a sticker.



1. Go to the Photos app  on your iPad.
2. Tap a photo to open it in full screen.
3. Touch and hold the subject, then let go.
4. Tap Add Sticker.

The sticker appears in your stickers menu, which you can access when you use the iPad onscreen keyboard or Markup tools.

5. Tap Add Effect if you want to apply a visual effect such as Outline, Comic, or Puffy.

Tip: You can use stickers you've created to decorate a photo. See [Edit photos and videos](#).

Turn a Live Photo into an animated sticker

You can turn the moving subject of a Live Photo into an animated sticker.

1. Go to the Photos app  on your iPad.
2. Tap a Live Photo to open it in full screen.
3. Touch and hold the subject of the Live Photo, slide it up until you see a duplicate image of the subject, then release it.
4. Tap Add Sticker.

The animated sticker appears in your stickers menu, which you can access when you use the iPad onscreen keyboard or Markup tools.

5. Tap Add Effect if you want to apply a visual effect such as Outline, Comic, or Puffy.

Delete a sticker

1. Go to the Photos app  on your iPad.
2. Open a photo, then tap Edit.
3. Tap , then tap .
4. Tap Add Sticker, touch and hold the sticker you want to delete, then tap Remove.

Your stickers sync with iCloud, so they're available on your iPhone, iPad, Mac, and Apple Vision Pro devices where you're signed in to the same [Apple Account](#).

Duplicate and copy photos and videos on iPad

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

Duplicate a photo or video

1. Go to the Photos app  on your iPad.
2. Open a photo or video, then tap .
3. Tap Duplicate.

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

Copy a photo

1. Go to the Photos app  on your iPad.
2. Open a photo, then tap .
3. Tap Copy, then paste the photo into another document.

Copy multiple photos or videos

1. Go to the Photos app  on your iPad.
2. Tap Library in the sidebar, tap Select, then tap the thumbnails you want to copy.
3. Tap , then tap Copy.
4. Paste the copies into another document.

Merge duplicate photos and videos on iPad

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

1. Go to the Photos app  on your iPad.
2. Swipe from the left edge of the screen or tap  to show the sidebar.
3. Tap Utilities, then tap Duplicates.
4. Tap Merge to combine the duplicates, then tap Merge *[number]* Items.

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

Import and export photos and videos on iPad

You can import photos and videos directly to the Photos app from a digital camera, an SD memory card, or another iPad or iPhone that has a camera. You can also export unmodified versions of your photos and videos directly to an external drive, memory card, or other storage device that's connected to your iPad.

Import photos and videos to your iPad

Import photos and videos saved on another device such as a digital camera or an external drive to the Photos app on your iPad.

1. Insert the camera adapter or card reader into the Lightning connector or USB-C connector, or connect the device directly to your iPad.

2. Do one of the following:
 - *Connect a camera:* Connect the adapter to the camera, then turn on the camera and make sure it's in transfer mode. For more information, see the documentation that came with the camera.
 - *Connect an external storage device or insert an SD memory card into the card reader:* Don't force the card into the slot on the reader; it fits only one way.
 - *Connect an iPhone or iPad:* Use the Lightning adapter or the USB-C cable that came with the device to connect it to the camera adapter. Turn on and unlock the device.
3. Go to the Photos app  on your iPad.
4. Tap Import.
5. Select the photos and videos you want to import, then select your import destination.
 - *Import all items:* Tap Import All.
 - *Import selected items:* Tap the items you want to import (a checkmark appears for each), tap Import, then tap Import Selected.
6. After the photos and videos have been imported, keep or delete them on the camera, card, iPhone, or iPad.
7. Disconnect the camera adapter or card reader.

Export photos and videos to an external storage device

You can export photos and videos you took on your iPad directly to an external drive, a memory card, or other storage device.

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

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

Print photos on iPad to an AirPrint-enabled printer

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

Print a photo

1. Go to the Photos app  on your iPad.
2. Open a photo, then tap .
3. Tap Print.

Print multiple photos at once

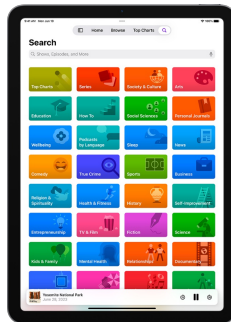
1. Go to the Photos app  on your iPad.
2. Swipe down to view your photo library, then tap Select.
3. Select each photo you want to print, then tap .
4. Tap Print.

Podcasts

Find podcasts on iPad

Use the Podcasts app to find shows about science, news, politics, comedy, and more. If you find a show you like, you can *follow* it to add it to your library. Then you can easily listen offline, get notified about new episodes, access followed shows on your other Apple devices and on [Apple Podcasts on the web](#), and more.

Note: Shows may offer paid subscriptions that give you access to exclusive shows and episodes, new releases, episodes without ads, and more. You can [subscribe to a show or channel](#) and manage your subscriptions. If you already subscribe to Apple Music, Apple News+, or an eligible third-party app, you can listen to its subscriber content in Podcasts. See [Listen to subscriber-only content](#).



Find podcasts

1. Go to the Podcasts app  on your iPad.
 2. Do any of the following:
 - *Search by title, person, or topic:* Tap  (or tap Search in the sidebar), then enter a word or phrase in the search field. Suggested search phrases appear as you type; you can tap one, or tap Search on the onscreen keyboard to view all results for the word or phrase you typed. Top search results appear below suggested search phrases—tap a channel, show, or episode in the list to go directly to it.
 - *Discover new shows:* Tap Browse to see new and trending shows, and the Apple editorial collections. You can also tap  or Search without typing anything; you see featured categories such as Top Charts.
- Tip:** To quickly select a Top Charts category, tap All Categories in the Top Charts screen, then tap a category.
- *Add shows by URL:* Below Library in the sidebar, tap Shows, tap , then tap Follow a Show by URL. Enter the URL, then tap Follow.

Note: The URL must be for a valid podcast RSS feed.

Get personalized recommendations

You can get personalized podcast recommendations based on your listening activity and your favorite channels and categories.

1. Go to the Podcasts app  on your iPad.
2. Tap Home.
3. Do any of the following:
 - *View recommended shows:* Scroll left or right in the You Might Like row.
 - *Refine your show recommendations:* Tap a show in the You Might Like row, tap ⋮, then tap Suggest Less.
 - *View suggested episodes based on your listening:* Scroll down to the More to Discover row, then scroll left or right.
 - *Opt out of personalized recommendations:* Tap your profile picture, tap your name, then turn off Personalized Recommendations.

Note: Your Personalized Recommendations setting also applies to the App Store, Apple Books, iTunes Store, Apple TV, and subscriptions from Apple.

Other recommendations are available based on categories you listen to and any subscriptions you already purchased.

View shared podcasts

When a friend shares a show or episode with you in Messages, you can easily find it in Podcasts.

1. Go to the Podcasts app  on your iPad.
2. Tap Home, then scroll down to the Shared with You section.

If you don't see Shared with You, check to make sure your friend is in your contacts, and that Podcasts is turned on in Settings  > Apps > Messages > Shared with You.

See also [Find all the content someone shared with you.](#)

Browse episodes within a specific podcast

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show to see its information page.
4. Scroll down to see recent episodes or tap See All (if available).

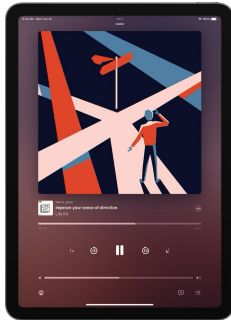
Filter episodes

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show to see its information page.
4. Tap Episodes (or the current filter) above the list of episodes.
5. Choose an option, like Unplayed or Season 1.

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

Listen to podcasts on iPad

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



Play a podcast

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find an episode, then tap ► below the episode title. You can also do any of the following:
 - *Jump to a chapter:* Tap ≡ at the bottom of the screen, then tap the chapter you want to play.
 - *Jump to a specific time:* Drag the slider above the player controls. (If the slider doesn't appear, tap the player at the bottom to open the Now Playing screen.)
 - *Resume playing a previous show or episode:* Tap Home, then tap an episode below Recently Played.

Resume playing a previous podcast

1. Go to the Podcasts app  on your iPad.
2. Tap Home, scroll to the Recently Played section, then tap ► below an episode title.

Choose what to play next

You can add episodes to Playing Next, then listen to them later.

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find an episode.
3. Tap ⋮ near an episode, then tap Play Next.
4. Tap the player at the bottom of the screen to open the Now Playing screen, then tap ≡.
5. In the Queue section, do any of the following:
 - *Play an episode:* Tap the episode. The next episode in the queue plays immediately after the previous episode finishes.
 - *Reorder episodes:* Drag ≡ to move an episode up or down in the list.
 - *Remove an episode from the queue:* Swipe left on the episode, then tap Delete.
 - *Remove all episodes from the queue:* Tap Clear.

If you listen to multiple episodes of a show in a row, additional episodes appear in the Continue Playing section of Now Playing. These episodes play after the ones you added to the Queue section, so you can easily pick up where you left off in a show. You can also tap an episode in Continue Playing to start listening right away.

Set a sleep timer

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

1. Go to the Podcasts app  on your iPad.
2. Tap the player at the bottom of the screen to open the Now Playing screen.
3. Tap , then choose an option.

Use the playback controls

Tap the player at the bottom of the screen to open the Now Playing screen, then use any of the following controls.

Control	Description
	Play the current episode.
	Pause playback.
	Choose a faster or slower playback speed.
	Jump back 15 seconds. To change the number of seconds you skip back, go to Settings > Apps > Podcasts, then tap Back.
	Jump forward 30 seconds. To change the number of seconds you skip forward, go to Settings > Apps > Podcasts, then tap Forward.
	Set a timer for podcasts to stop playing.
	Stream the audio to other devices.
	View the episode transcript.
	See what's next in your queue, or play more episodes from a show you've recently listened to.
	Choose more actions such as sharing or downloading the episode.

View podcast transcripts on iPad

View podcast transcripts on iPad

In the Podcasts app, you can view and search episode transcripts.

1. Go to the Podcasts app  on your iPad.
2. Do any of the following:
 - *While playing an episode:* Tap . (You may need to tap the player at the bottom of the screen to open Now Playing.)
 - *While viewing episode information:* Scroll down to the Transcripts section. You can also tap , then tap View Transcript.
 - *From Up Next:* Tap , then tap View Transcript.

You can read along with an episode as you play it. Tap a paragraph to jump to that point in the episode. Tap  to find a specific word or phrase.

Note: Transcript availability may vary by language, and by country or region. See the Apple Support article [Follow and play shows in Apple Podcasts on iPhone and iPad](#).

Follow your favorite podcasts on iPad

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

Follow a podcast

When you follow a podcast, it's added to your library. You can access podcasts you follow on your other Apple devices, or on the [Apple Podcasts app](#).

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show to see its information page.
4. Tap Follow near the top right.

Or tap , then tap Follow Show.

Unfollow a podcast

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, below Library, tap Shows.
3. Tap a show to see its information page.
4. Tap  near the top right, then tap Unfollow Show.

Or tap , then tap Unfollow Show.

Get notifications for new episodes

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

1. Go to the Podcasts app  on your iPad.
2. Tap Home.
3. Tap  or your picture.
4. Tap Notifications, then turn Allow Notifications on or off.

Use the Podcasts widget on iPad

You can add the Podcasts widget to your Home Screen to view and play episodes in your Up Next queue without opening the Podcasts app .

Add a Podcasts widget to the Home Screen

1. Touch and hold the Home Screen until the apps begin to jiggle.
2. Tap Edit at the top of the screen, then tap Add Widget to open the widget gallery.
3. Scroll down, then tap Podcasts.
4. Swipe left and right to view the different widget sizes and layouts. When you see the option you want, tap Add Widget, then tap Done.

To move the widget on your Home Screen, touch and hold the Home Screen until the apps begin to jiggle. Drag the widget to a new location, then tap Done.

To remove the widget from your Home Screen, touch and hold the Home Screen until the apps begin to jiggle, tap  at the top left of the widget, then tap Remove.

Select your favorite Podcasts categories and channels on iPad

In iPadOS 18.2 or later, you can select your favorite categories and channels in the Podcasts app to get better show recommendations and access shows from your subscriptions.

Select your favorite categories

You can add categories to your favorites to get better show recommendations and easy access to category pages. Your favorite categories appear at the top of the Categories list with a ★.

1. Go to the Podcasts app  on your iPad.
2. Tap Home, tap your account button in the top-right corner of the screen, then tap Manage Favorite Categories.
3. Do any of the following:
 - *Add a category to your favorites:* Select one or more categories. To add a new category as a favorite, tap Manage, select one or more categories, then tap Done.
 - *Remove a category from your favorites:* Tap .

You can also add or remove a favorite category from your library. Tap Library, then tap Categories. Tap Manage, then select a category to add or tap  next to the category you want to remove.

Select your favorite channels

In iPadOS 18.2 or later, you can add channels to your favorites to make them easier to find in your library. Your favorite channels appear at the top of the Channels list with a ★.

1. Go to the Podcasts app  on your iPad.

2. Tap Library, then tap Channels.

You can also [search](#) or [browse](#) for a channel.

3. Do any of the following:
 - *Add a channel to your favorites:* Tap the channel, then tap .
 - *Remove a channel from your favorites:* Tap the channel, then tap .

Organize your podcast library on iPad

In the Podcasts app, you can customize the podcasts you follow, catch up on the latest episodes, and create your own stations.

View your podcast library

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, below Library, tap any of the following:
 - *Recently Updated:* See shows you follow with recently released episodes.
 - *Shows:* See shows that are in your library. If you downloaded or saved episodes from podcasts you don't follow, tap All to see them. Tap Followed to view only shows you follow. You can tap any show to see the information page and the episodes you saved or downloaded.
 - *Channels:* See channels you subscribe to, channels you added to your favorites (iPadOS 18.2 or later), and channels that have shows you follow. You can tap a channel to browse all of its shows.
 - *Categories:* In iPadOS 18.2 or later, see categories you added to your favorites, along with categories for any shows you follow.
 - *Saved:* See episodes you saved.
 - *Downloaded:* See episodes you downloaded. You can listen to these episodes without an internet connection.
 - *Latest Episodes:* See the most recent episodes from each show you follow. To change how long episodes stay in this playlist, tap .
 - *Stations:* If you created stations, each one is listed.

Change the episode playback order

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, below Library, tap Shows.
3. Tap a show you follow to view its information page.
4. Tap , then tap Settings.
5. Choose an episode order option.

Limit the number of downloads from each podcast

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, below Library, tap Shows.
3. Tap a show you follow to view its information page.

4. Tap , then tap Settings.
5. Tap Automatically Download, then choose an option.

Mark an episode as played

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show to view its information page.
4. Tap , then tap Mark as Played.

If you're already looking at a specific episode, tap , then tap Mark as Played.

Hide episodes you've already played

You can change a show's settings to hide episodes you've already played.

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, below Library, tap Shows.
3. Tap a show you follow to view its information page.
4. Tap , then tap Hide Played Episodes.

To automatically hide played episodes for all shows you follow, go to Settings  > Apps > Podcasts, then turn on Hide Played Episodes.

Create your own station

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

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, below Stations, tap New Station.
3. Add a title, then tap Save.
4. Tap Choose Podcasts, then tap the shows you want to add to the station (or turn on Include All Podcasts).

Tip: You can adjust the number of episodes from each podcast that are added to your station. Tap the station, tap , then tap Station Settings. To use the same settings for all podcasts in a station, tap Episodes, then choose an option. To adjust the settings for a single show, tap the show in the Podcasts list, then choose an option.

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

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

Download an episode

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show to see its information page.

4. Swipe left on an episode, then tap .

You can also tap  under an episode, then tap Download Episode.

Save an episode

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show to see its information page.
4. Swipe left on an episode, then tap .

You can also tap  under an episode, then tap Save Episode.

When you save an episode, it's automatically downloaded so you can listen to it offline. To turn off this option, go to Settings  > Apps > Podcasts, then turn off Download When Saving.

Remove a saved episode

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, below Library, tap Saved, then tap a show.
3. Swipe left on an episode, then tap Unsave.

You can also remove a saved episode while looking at an episode list or the episode's information page. Tap , then tap Unsave Episode.

Remove a downloaded episode

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, below Library, tap Downloaded, then tap a show.
3. Swipe left on an episode, then tap Remove Download.

You can also remove a downloaded episode while looking at the episode list or the episode's information page. Tap , then tap Remove Download.

Remove all downloaded episodes from a show

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, below Library, tap Shows, then tap a show to see its information page.
3. Tap , then tap Remove Downloads.

Remove all downloaded episodes

1. Go to the Podcasts app  on your iPad.
2. In the sidebar, below Library, tap Downloaded.
3. Tap , then tap Remove All Downloads.

Share a podcast show or episode

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show.
3. Tap the show to see its information page. If you want to share a specific episode, tap the episode.
4. Tap  near the top right, then tap Share Show or Share Episode.

5. Optionally, specify the starting time for a shared episode. Tap From Start, then choose From *[time]*.

The shared episode starts from where you're listening when you tap Share.

6. Choose how to share the show or episode.

Subscribe to a show or channel in Podcasts on iPad

In the Podcasts app, subscribe to, change, cancel, and share your podcasts subscriptions. Paid subscriptions allow you to support the shows you love, and they often include premium extras, early access to new episodes, or ad-free listening.

Note: Not all subscriptions and channels are available in all countries, regions, or languages. See the Apple Support article [Availability of Apple Media Services](#).

Subscribe to a show or channel

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) to find a show or channel.
3. Select the show or channel you want to subscribe to.
4. Tap the subscription button (if available).

You can access shows you subscribe to or follow on your other Apple devices or on the [Apple Podcasts app](#). (When you subscribe to a show, you automatically follow it.) See [Follow your favorite podcasts](#). When you subscribe to a channel or follow one of its shows, the channel appears in the Channels section of your library.

Change or cancel your subscriptions

1. Go to the Podcasts app  on your iPad.
2. Tap Home.
3. Tap  or your picture, then tap Manage Subscriptions.
4. Tap a subscription to change or cancel it.

Share Apple Podcasts subscriptions

When you subscribe to podcasts channels, you can [use Family Sharing](#) to share your subscriptions with up to five other family members. Your family group members will automatically have access to the channels you subscribe to.

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

Note: To stop sharing a show subscription with a family group, you can cancel the subscription or [leave the Family Sharing group](#).

Listen to subscriber-only content in Podcasts on iPad

In the Podcasts app, you can listen to audio content from Apple Music, Apple News+, and eligible third-party subscription apps.

Note: Not all apps offer audio content that's available in Podcasts.

Connect app subscriptions to Podcasts

Your eligible app subscriptions are automatically connected to Podcasts if you subscribed through the App Store and the app offers audio content in Podcasts.

If you subscribed using another method, do the following:

1. Go to the Podcasts app  on your iPad.
2. [Search or browse](#) for a channel with an eligible subscription.
3. On the Channel page, tap the Already a Subscriber link, then follow the instructions to connect your app subscription.

After an app subscription is connected, you can find the channel in your library. You can use Podcasts to play all subscriber-only shows and episodes.

Change your download settings for Podcasts on iPad

Podcasts you follow are automatically downloaded to your Apple device. Episodes you've played are automatically deleted from your device. You can change these settings, and adjust other download options.

Turn automatic downloads on or off

1. Go to Settings  > Apps > Podcasts.
2. Tap Automatically Download, then tap an option.

Tip: To automatically download a particular podcast, open the Podcasts app , tap Shows in the sidebar. Touch and hold the show's artwork, tap Settings, then tap Automatically Download to choose a download option.

Remove downloaded podcasts after you listen to them

1. Go to Settings  > Apps > Podcasts.
2. Turn on Remove Played Downloads.

Or, to adjust this setting for a particular podcast you follow, tap Shows in the sidebar, then touch and hold the show's artwork. Tap Settings, then turn on Remove Played Downloads.

Turn off automatic syncing across Apple devices

1. Go to Settings  > Apps > Podcasts.
2. Turn off Sync Library.

Reminders

Get started with Reminders on iPad