

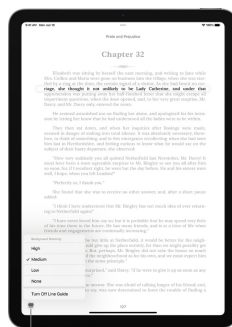
You can send text selections using AirDrop, Mail, or Messages, or you can add the selection to Notes. If the book is from the Book Store, a link to the book is included with the selection. (Sharing may not be available in all countries or regions.)

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it.
3. Touch and hold a word, then move the grab points to adjust the selection.
4. Tap Share, then tap Mail, Messages, or another app or service to share the selection.

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

Turn on Line Guide

Use Line Guide to focus on individual lines of text as you read. When Line Guide is on, the rest of the page dims and the line you're reading becomes more visible.

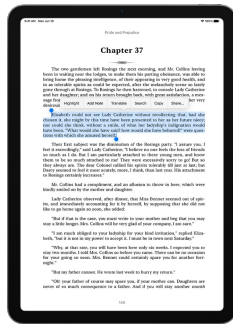


Tap to change the background dim level or to turn off Line Guide.

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it, then tap a page.
3. Tap  at the bottom of the page.
4. Tap  to turn on Line Guide, then do any of the following:
 - Tap the page above or below the line guide to move it up or down.
 - Tap the left or right page margin to move the line guide up or down (not available if vertical scrolling is on).
 - Touch and hold the line guide, then drag it to a new line on the page.
5. Tap  in the bottom-left corner of the page to adjust the dim level or turn off Line Guide.

Annotate books in the Books app on iPad

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



Highlight or underline text

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it.
3. Touch and hold a word, then move the grab points to adjust the selection.
4. Tap Highlight.

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

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

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

Add a note

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it.
3. Touch and hold a word, then move the grab points to adjust the selection.
4. Tap Add Note, enter text, then tap Done.

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

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

Share highlights and notes

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it, tap any page, then tap .
3. Tap Bookmarks & Highlights, then tap Highlights.
4. Tap Select, tap the items you want to share, then tap .
5. Choose a sharing method such as AirDrop, Messages, or Mail.
6. After you share, tap Done to close Bookmarks & Highlights.

Delete highlights and notes

1. Go to the Books app  on your iPad.
2. Tap a book cover to open it.

3. Tap a highlight or note, then tap Remove Highlight, Delete Note, or Remove Highlight & Note.

To delete multiple items at once, tap , tap Bookmarks & Highlights, tap Highlights, then tap Select. Choose the items you want to delete, then tap . Tap Done to close Bookmarks & Highlights.

Access books on other Apple devices in Books on iPad

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

Access your books on your other devices

To keep your Books content and information updated across your other Apple devices, sign in to the same [Apple Account](#) on each device, then do the following:

- *Automatically download purchases made on other devices:* Go to Settings  > Apps > Books, then turn on Purchases from Other Devices.
- *Sync reading position, bookmarks, notes, and highlights:* Go to Settings > [your name] > iCloud, tap See All next to Saved to iCloud, then turn on Books.
- *Sync Home, Library, and collections:* Go to Settings > Apps > Books, then below Syncing, turn on Home and iCloud Drive.

Access your books on your Mac

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

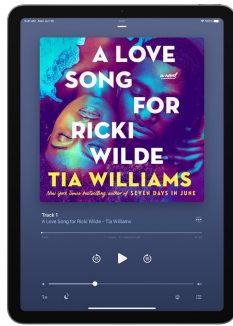
- *macOS Sequoia:* Choose Apple menu  > System Settings, click your name at the top of the sidebar, then click iCloud. Click iCloud Drive, click Apps Syncing to iCloud Drive, then turn on Books.
- *macOS 13–14.5:* Choose Apple menu > System Settings, click your name at the top of the sidebar, then click iCloud. Click iCloud Drive, click Apps syncing to iCloud Drive, then select Books. Click Back, then click Done.
- *macOS 10.15–12.5:* Choose Apple menu > System Preferences, then click Apple ID. Click iCloud in the sidebar, then select iCloud Drive. Click Options, then select Books.
- *macOS 10.14 or earlier:* Choose Apple menu > System Preferences, then click iCloud. Select iCloud Drive, click Options, then select Books.

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

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

Listen to audiobooks in the Books app on iPad

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



Play an audiobook

1. Go to the Books app  on your iPad.
2. Navigate to an audiobook, then tap the cover to start playing it.
3. While the audiobook is playing, do any of the following:

- *Adjust the volume:* Drag the slider below the Pause button left or right.
- *Skip forward or back:* Tap or touch and hold the rounded arrows next to the Pause button. Or use external controls such as headphones or car controls.

Note: To change the number of seconds to skip forward or back, go to Settings  > Apps > Books. Below Audiobooks, tap Skip Forward or Skip Back, then tap an option.

- *Go to a specific time:* Drag the slider below the audiobook cover left or right.
- *Speed it up or slow it down:* Tap 1x in the lower-left corner, then drag the dial up or down to adjust the narration speed. Touch and hold the narration speed to reset it to 1x.
- *Set a sleep timer:* Tap , then choose a duration.
- *Play on a different device:* Tap , then choose an available device such as HomePod, Apple TV, or Bluetooth® speakers.
- *Go to a chapter:* Tap , then tap a chapter.

Note: Some audiobooks refer to chapters as *tracks*, or don't define chapters.

- *Switch to the audiobook mini-player:* Swipe down from anywhere on the screen; tap the mini-player at the bottom of the screen to go back to full screen.
- *Switch to Split View or Slide Over:* Tap — at the top of the screen, then choose an option.
- *Close the audiobook player:* Swipe down from anywhere on the screen, or tap — at the top of the screen. Touch and hold the mini-player, then tap Close Audio Player.

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

Find supplemental PDFs

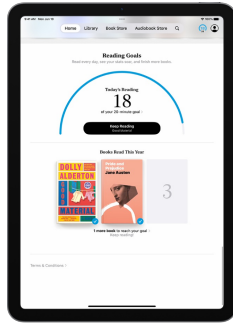
Some audiobooks come with supplemental PDFs.

1. Go to the Books app  on your iPad.

2. Tap Library, then tap ⋮ below the audiobook cover.
3. Tap View PDF Content.

Set reading goals in the Books app on iPad

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



Change your daily reading goal

You can adjust your daily reading goal depending on how many minutes you want to read per day. If you don't customize your daily reading goal, it's set to 5 minutes per day.

1. Go to the Books app  on your iPad.
2. Tap Home, then tap the reading goals button at the top right of the screen.
3. Tap the reading goal timer, then tap Adjust Goal.
4. Slide the counter up or down to set the minutes per day that you want to read.

Note: To count PDFs toward your reading goal, go to Settings  > Apps > Books, then turn on Include PDFs below Reading Goals.

Change your yearly reading goal

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

1. Go to the Books app  on your iPad.
2. Tap Home, then tap the reading goals button at the top right of the screen.
3. Tap a book cover or a cover placeholder, then tap Adjust Goal.
4. Slide the counter up or down to set the books per year that you want to read, then tap Done.

Tip: You can change the status of a book in your library to finished. Tap ⋮ next to a book or audiobook cover, then tap Mark as Finished.

Turn off coaching notifications

You receive encouragement and nudges from Books to help you reach your reading goals. You can turn these notifications off.

1. Go to the Books app  on your iPad.

2. Tap Home, then tap your account button in the top-right corner of the screen.
3. Tap Notifications, then turn off Coaching.
4. Tap Done.

Turn off reading goals notifications

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

1. Go to the Books app  on your iPad.
2. Tap Home, then tap your account button in the top-right corner of the screen.
3. Tap Notifications, then turn off Goal Completion.
4. Tap Done.

Turn off reading goals

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

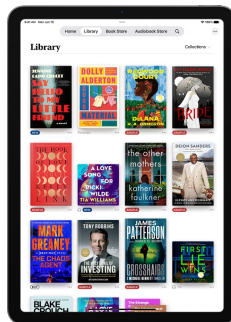
When Reading Goals is turned off, the reading indicators in Home are hidden and you don't receive reading notifications.

Clear reading data

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

Organize books in the Books app on iPad

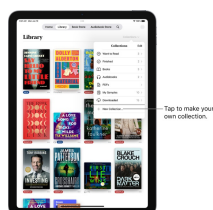
The books and audiobooks you purchase in the Books app are saved in your library and automatically sorted into collections, such as Audiobooks, Want to Read, and Finished.



Create a collection

You can create your own collections to organize and personalize your library.

1. Go to the Books app  on your iPad.
2. Tap Library, tap Collections, then tap New Collection.



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

Add a book to a collection

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

1. Go to the Books app  on your iPad.
2. Navigate to a book, then tap ⋮ below the cover.
3. Tap Add to Collection, then tap the collection you want to add it to.

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

Organize your books

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

1. Go to the Books app  on your iPad.
2. Tap Library or go to a collection.
3. Tap , then do either of the following:
 - *Change the book display:* Tap Grid or List.
 - *Change the book order:* Tap Recent, Title, Author, or Manual.

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

Remove books, audiobooks, and PDFs

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

1. Go to the Books app  on your iPad.
2. Navigate to a book or audiobook you want to remove, then tap ⋮ below the cover.
3. Tap Remove, then choose an option.

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

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

Delete a collection

1. Go to the Books app  on your iPad.
2. Tap Library, then tap Collections.
3. Swipe left on the collection you want to delete, then tap Delete.

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

Read PDFs in the Books app on iPad

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

Open a PDF you receive in Books

1. Tap the PDF attachment to open it.
2. Tap , then tap Books from the list options.

Share or print a PDF in Books

1. Go to the Books app  on your iPad.
2. Tap Library, then tap ... below the PDF.
3. Tap , then choose a share option such as AirDrop, Mail, or Messages, or tap Print.

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

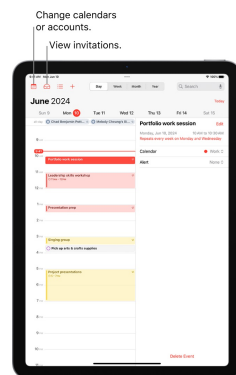
Mark up a PDF in Books

1. Go to the Books app  on your iPad.
2. Open the PDF.
3. Tap the page, then tap  at the top of the screen to use the drawing and annotation tools.

Calendar

Create and edit events in Calendar on iPad

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



Say something like:

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

[Learn how to use Siri](#)

Add an event

1. Go to the Calendar app  on your iPad.

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

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

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

Add an alert

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

1. Go to the Calendar app  on your iPad.
2. Tap the event, then tap Edit.
3. In the event details, tap Alert.
4. Choose when you want to be reminded.

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

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

5. Tap Done.

Add an attachment

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

1. Go to the Calendar app  on your iPad.
2. Tap the event, then tap Edit.
3. In the event details, tap Add attachment.
4. Locate the file you want to attach.

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

5. Tap Done.

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

Find events in other apps

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

1. Go to Settings  > Apps > Calendar.
2. Tap Siri, then turn on Show in App to allow Siri to suggest events found in other apps.

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

Copy and paste an event

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

1. Go to the Calendar app  on your iPad.
2. Touch and hold the event, then tap Copy.
3. On another date, touch and hold the time where you want to paste the event.

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

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

4. Tap the copied event below Title.
5. Tap Add.

Edit an event

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

1. Go to the Calendar app  on your iPad.
2. Do any of the following:
 - *Quickly change the event time and duration:* In Day or Week view, touch and hold the event, then drag it to a new time, or adjust the grab points.
 - *Change event details:* Tap the event, then tap Edit near the top right. In the event details, tap a setting to change it, or tap in a field to type new information.

Delete an event

1. Go to the Calendar app  on your iPad.
2. In Day view, tap the event, then tap Delete Event at the bottom of the screen.

Send invitations in Calendar on iPad

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

Before you begin

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

1. Go to Settings  > Apps > Calendar.
2. Tap Calendar Accounts, select an account, then check to see if Calendar is turned on.

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

Invite others to an event

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

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

You can also tap  to select contacts.

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

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

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

5. When you're finished, tap Done.

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

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

Schedule a meeting without blocking your schedule

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

1. Go to the Calendar app  on your iPad.
2. Tap the event, then tap Edit.
3. Tap Show As, then tap Free.

Quickly email attendees

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

1. Go to the Calendar app  on your iPad.
2. Tap an event that has attendees.
3. Tap Invitees, then tap .

Reply to invitations in Calendar on iPad

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

Reply to an event invitation

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

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

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

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

Suggest a different meeting time

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

1. Go to the Calendar app  on your iPad.
2. Tap the meeting, then tap Propose New Time.
3. Tap the time, then enter a new one.
4. Tap Done, then tap Send.

Change how you view events in Calendar on iPad

In the Calendar app, you can view one day, week, month, or year at a time, or view a list of upcoming events.

1. Go to the Calendar app  on your iPad.
2. Do any of the following:
 - *Zoom in or out:* Tap Day, Week, Month, or Year at the top of the screen to zoom in or out on your calendar. In Week or Day view, pinch to zoom in or out.
 - *View upcoming events:* Tap  to view upcoming events as a list.

Search for events in Calendar on iPad

You can search for events by title, invitees, location, and notes.

1. Go to the Calendar app  on your iPad.
2. Tap , then enter the text you want to find in the search field.

Say something like: "What's on my calendar for Friday?" [Learn how to use Siri.](#)

Change your Calendar settings on iPad

In the Calendar app , you can add multiple accounts such as iCloud, Google, Microsoft Exchange, and Yahoo. You can change default settings to make it easier to create new events and to display your calendar in a way that works best for you. For example, you can choose the default calendar for new events, change the duration of new events, and more.

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

1. Go to Settings  > Apps > Calendar.
2. Tap Calendar Accounts > Add Account.

3. Do any of the following:

- Tap a mail service (iCloud, Microsoft Exchange, or Google, for example), then sign in.
- Tap Other, tap Add CalDAV Account or Add Subscribed Calendar, then enter your server and account information.

Add a CalDAV account

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

Choose a default calendar

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

1. Go to Settings  > Apps > Calendar.
2. Tap Default Calendar, then select the calendar you want to use as your default calendar.

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

Set default event settings

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

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

Change how your calendar is displayed

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

1. Go to Settings  > Apps > Calendar.

2. Do any of the following:

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

You can allow Siri to make suggestions across apps based on the way you use Calendar. Go to Settings  > Apps > Calendar, tap Siri, then turn on “Learn from this App.” You can also allow suggestions and content from Calendar to appear in [Search](#), [widgets](#), and as [notifications](#).

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

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

Change the time zone for a new event

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

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

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

Always view your calendar in a specific time zone

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

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

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

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

Keep track of events in Calendar on iPad

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

Customize Calendar notifications

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

Turn on customized notifications for specific calendar events

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

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

Keep your calendar up to date across your devices

You can use iCloud to keep your calendar information up to date on all your devices where you're [signed in to the same Apple Account](#).

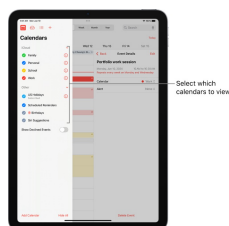
Go to Settings  > [your name] > iCloud, then turn on Calendars.

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

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

Set up multiple calendars on iPad

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



Set up a calendar

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

See [Use the Holidays calendar](#).

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

Unsubscribe from a calendar

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

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left, then tap  next to the calendar you want to remove.
3. Tap Unsubscribe, then tap Unsubscribe or Unsubscribe and Report Junk.

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

See multiple calendars at once

1. Go to the Calendar app  on your iPad.
2. To view multiple calendars, tap , then do any of the following:
 - Select the calendars you want to view.
 - Tap US Holidays to include national holidays with your events.
 - Tap Birthdays to include birthdays from Contacts with your events.

Turn on calendar event alerts

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

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap  next to a calendar.
4. Turn Event Alerts on or off.
5. Tap Done.

Change a calendar's color

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap  next to the calendar, then choose a color.
4. Tap Done.

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

Move an event to another calendar

1. Go to the Calendar app  on your iPad.
2. Tap the event, tap Calendar, then select a calendar to move the event to.

Use reminders in Calendar on iPad

You can view, create, complete, and edit reminders from the Reminders app right in Calendar.

Show reminders

You can show scheduled reminders you added to the Reminders app  in Calendar.

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left, then select Scheduled Reminders.

Reminders scheduled as all day are shown in the all-day section at the top of the calendar. Reminders scheduled at a specific time appear at that time in the full-day schedule.

Create reminders

1. Go to the Calendar app  on your iPad.
2. Tap  at the top of the screen.
3. Tap Reminder, then enter a title.
4. To choose a date for the reminder, tap Date.
5. Optionally, turn on Time and choose a specific time for the reminder.

You can also add other information—like images, notes, or a priority level to a reminder. See [Add details](#).

Note: You can select a specific reminders list to add new scheduled reminders to. If you don't select a list, new reminders are added to the default list you chose for Reminders. See [Change your Reminders settings](#).

Complete reminders

1. Go to the Calendar app  on your iPad.
2. Tap the circle next to a reminder's name.

Complete reminders are dimmed. Deselect the circle next to a reminder to mark it as incomplete.

Note: If you set a scheduled reminder to repeat, future instances are dimmed and can only be marked complete after the most current instance is marked complete.

Hide reminders

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Deselect Scheduled Reminders.

Removing reminders from Calendar doesn't delete the reminders from the Reminders app.

Edit or delete reminders

1. Go to the Calendar app  on your iPad.
2. Tap a reminder, then tap Edit to edit details or to delete it.

Deleted reminders go to the Recently Deleted list in Reminders for 30 days before being permanently deleted.

Use the Holidays calendar on iPad

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

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

Show or hide holidays

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Select or deselect US Holidays (or the holiday calendar for your country or region).

Add a holiday calendar from a different region

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

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

Share iCloud calendars on iPad

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

Create an iCloud calendar

1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap Add Calendar.
4. Tap Add Calendar, enter a name for the new calendar, then tap Done.

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

Share an iCloud calendar

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

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

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

5. Tap Add.

Change a person's access to a shared calendar

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

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

Turn off notifications for shared calendars

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

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

Share a read-only calendar with anyone

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

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

Delete a calendar

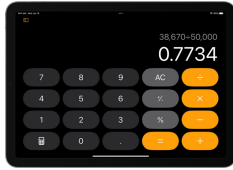
1. Go to the Calendar app  on your iPad.
2. Tap  at the top left.
3. Tap  next to the iCloud calendar you want to delete.
4. Tap Delete Calendar at the bottom of the list.

Calculator

Use the basic calculator on iPad

You can perform arithmetic calculations with a basic calculator.

Say something like: “What’s 74 times 9?” or “What’s 18 percent of 225?” [Learn how to use Siri.](#)



Switch to the basic calculator

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Basic.

Clear the display

1. Go to the Calculator app  on your iPad.
2. Enter a digit or calculation.
3. Do one of the following:
 - *Delete the last digit:* If you make a mistake when you enter a number, tap .
 - *Delete the expression:* Tap the All Clear (AC) key, or touch and hold .

Switch to another mode

1. Go to the Calculator app  on your iPad.
2. Tap , then do one of the following:
 - *Access algebraic, exponential, logarithmic, and trigonometric keys, and more:* Tap Scientific. See [Use the scientific calculator.](#)
 - *Solve handwritten math problems, evaluate expressions, and assign variables:* Tap Math Notes, then tap . See [Solve math with Math Notes.](#)
 - *Draw graphs:* Tap Math Notes, tap , write an equation, then tap Insert Graph. See [Work with graphs in Math Notes.](#)
 - *Instantly calculate unit or currency conversions:* Turn on Convert. See [Convert units or currency.](#)

Copy a calculation result

1. Go to the Calculator app  on your iPad.
2. Enter a calculation, touch and hold the calculation result in the display, then tap Copy.
3. Paste the result somewhere else, such as in a note or message.

You can also copy [previous calculations.](#)

Use the scientific calculator on iPad

You can use the scientific calculator for exponential, logarithmic, and trigonometric functions. You can also view complete expressions with parentheses, trigonometry, and multiple operations before tapping the equal sign for the final answer.

Note: The Calculator app uses the standard order of operations. For example, multiplication is completed before addition and subtraction. Add parentheses around expressions that you want calculated first.



Switch to the scientific calculator

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.

Work with stored values

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. As you calculate, you can do any of the following:
 - *Add the value on the screen to memory:* Tap m+.
 - *Subtract the value on the screen from memory:* Tap m-.
 - *Recall the stored value in memory:* Tap mr.
 - *Clear the stored value from memory:* Tap mc.

Use exponential and logarithmic functions or notation

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. Do any of the following:
 - *Square a value:* Enter a number, tap x^2 , then tap =.
 - *Cube a value:* Enter a number, tap x^3 , then tap =.
 - *Raise a value to the power of y:* Enter a base number, tap x^y , enter the value of y, then tap =.
 - *Raise e to the power of x:* Tap e^x , enter the value of x, then tap =.
 - *Raise 10 to the power of x:* Tap 10^x , enter the value of x, then tap =.

Tip: Tap EE as a shortcut to use scientific notation, instead of tapping the x and 10^x keys.

Use the keys just below those keys to get the inverse functions: the square root, cube root, y^{th} root, natural logarithm, and logarithm.

To access additional functions (such as y^x or powers of 2), tap the “2nd” key near the top left.

Use trigonometric and hyperbolic functions

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. Find any of the following:
 - *Sine*: Tap sin, enter a number, then tap =.
 - *Cosine*: Tap cos, enter a number, then tap =.
 - *Tangent*: Tap tan, enter a number, then tap =.
 - *Hyperbolic sine*: Tap sinh, enter a number, then tap =.
 - *Hyperbolic cosine*: Tap cosh, enter a number, then tap =.
 - *Hyperbolic tangent*: Tap tanh, enter a number, then tap =.

To access the inverse of these functions (such as arcsine or arctangent), tap the "2nd" key near the top left.

Use radians or degrees

The scientific calculator uses degrees by default.

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. Tap Rad to switch to radians.

When you're using radians instead of degrees, the label Rad appears in the lower left of the display, and the Rad key becomes Deg.

To switch back to degrees, tap the Deg key.

When you hold your iPad vertically (in portrait mode), the Rad/Deg key is just above the ÷ key. When you hold it horizontally (in landscape mode), the Rad/Deg key is near the bottom center.

Generate a random number between 0 and 1

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Scientific.
3. Tap Rand.

When you hold your iPad vertically (in portrait mode), the Rand key is just above the AC key. When you hold it horizontally (in landscape mode), the Rand key is to the left of the zero.

Solve math with Math Notes in Calculator on iPad

You can solve mathematical expressions, create and use variables, or graph equations—for example, when learning new concepts in class, day-to-day budgeting, planning an event, home remodeling, and more.

Note: Math Notes uses common mathematical symbols, the same operations as the [scientific calculator](#), and digits from select numeric systems. Learn more on the [iOS and iPadOS Feature Availability website](#).



Solve expressions

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Tap to open a previous Math Note, or tap  to start a new one.
4. Do any of the following:
 - Type a math expression, then include an equal sign.
 - Tap , write a math expression horizontally, then include an equal sign.
 - Tap , write a stack of numbers, then draw a horizontal line below the numbers to add the numbers in the stack. Write a different symbol to the left of each digit if you want a different operation.
5. Tap the equal sign to see what Math Notes understood in what you wrote. To correct mistakes, you can fix any of the following:
 - *Unrecognized math and unsolvable expressions:* Tap any dotted red lines to see details about the error.
 - *Ambiguous characters:* Tap any dotted blue lines to clarify what you wrote.

See the Apple Support article [How to handle errors in Math Notes](#) to learn more.

Math Notes uses the standard order of operations in horizontal expressions. For example, multiplication is completed before addition and subtraction. Add parentheses around expressions that you want calculated first. In vertically stacked math, Math Notes evaluates expressions from top to bottom.

Math Notes automatically converts any units and currency used in expressions. You can also mix different systems—for example, 42 meters + 143 feet. Available units and currency match the Convert mode of the basic or scientific calculator. See [Convert units or currency](#).

Update values

1. Go to the Calculator app  on your iPad.
2. Tap , tap Math Notes, then tap the note you want to update.
3. Do one of the following:
 - Erase the number, then enter a new value.
 - Tap the number, then slide left and right to adjust the value using the scrubber that appears above the number.
 - Using an Apple Pencil, hover over the number until you see a scrubber, then slide left and right to adjust the value.

Any graphs using the values automatically update. If the value was assigned to a variable, results or graphs of any equations using the variable automatically update as well.

Use variables in expressions and equations

1. Go to the Calculator app  on your iPad.

2. Tap , then tap Math Notes.
3. Tap to open a Math Note in the sidebar, or tap  to start a new one.
4. To declare a variable, type or write a letter or word to use as the variable, followed by an equal sign.
5. Type or write a value or expression after the equal sign to assign a value to the variable.
6. Type or write the variable name in an expression or an equation to use it.

Note: Math Notes reads entries from top left to bottom right. You must declare a variable (for example, $x = 5$) before using it in an expression (such as $x + 10 =$). Writing an expression without first declaring a variable produces an error. Variable names must contain characters only from the Latin alphabet. Variables can't be used in vertical math.

You can use equations with two variables to [create a graph](#).

Show results automatically or as suggestions

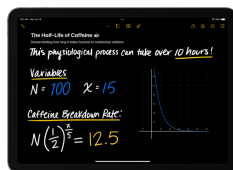
You can choose how you want your iPad to respond to the math problems you enter in Math Notes.

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. Tap , then tap Math Results, then do one of the following:
 - *If you want problems to be solved:* Choose Insert Results. Answers appear automatically when you type or write a solvable math problem.
 - *If you want suggestions to appear:* Choose Suggest Results. When you type or write an equal sign or select a solvable math problem, a Solve button appears that, when tapped, inserts the answer.
 - *If you don't want any math results:* Choose Off. Answers don't appear when you write or type an equal sign after an expression.

Work with graphs in Math Notes in Calculator on iPad

In Math Notes, you can insert a graph or overlay the graphs of multiple equations on the same grid to see how they relate.

Note: Math Notes uses common mathematical symbols, the same operations as the [scientific calculator](#), and digits from select numeric systems. Learn more on the [iOS and iPadOS Feature Availability website](#).



Create a graph

1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.

3. Type or write an equation with exactly two undefined variables, with one on each side of the equal sign.

You can include defined variables as well. For example, if you know $a = 3$, you can graph $velocity = 0.5at^2$. The graph's y-axis shows *velocity*, and the x-axis shows *t*.

4. When you finish the equation, a menu appears. Tap Insert Graph, then, if asked, tap to assign a variable to the x-axis.

You can also tap an equal sign of any equation you already wrote to create a new graph.

All graphs interpret the equations you enter as $y = f(x)$. The variable to the left of the equal sign graphs on the y-axis, and the other variable graphs on the x-axis.

Modify a graph

1. Go to the Calculator app  on your iPad.
2. Tap , tap Math Notes, then open a Math Note with a graph.
3. Do any of the following:
 - *See coordinates:* Touch and hold the graphed function, then move your finger along the line to see each point's x- and y-values.
 - *Change the shape of the function:* Edit your equation. The graph updates automatically.
 - *Reframe the graph:* Tap the graph, then swipe with two fingers to pan.
 - *Zoom in or out:* Tap the graph, then pinch open and closed.
 - *Resize the graph:* Tap the graph, then drag an edge or corner handle.
 - *Duplicate the graph:* Tap the graph, then tap .
 - *Recolor the graph line:* Tap the graph, tap , then tap the color dot to the left of the equation.

Work with multiple graphs

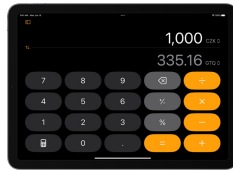
1. Go to the Calculator app  on your iPad.
2. Tap , then tap Math Notes.
3. [Create a graph](#), as above.
4. Type or write another equation, then tap Insert Graph or Add to Existing Graph.

You can also tap an equal sign of any equation you already wrote to add it to an existing graph.

5. Do any of the following:
 - *Combine graphs on one grid:* Tap a graph, tap , then tap the equation in the list that you want to add to the graph. The  appears.
 - *Hide a graph line:* Tap the graph, tap , then tap  to uncheck it.

Convert units or currency in Calculator on iPad

Turn on unit conversions to convert length, weight, currencies, and more while using the basic or scientific calculator.



1. Go to the Calculator app  on your iPad.
2. While using the [basic](#) or [scientific](#) calculator, tap , then turn on Convert.
3. Tap  and choose the units or currencies you want to convert from and to.

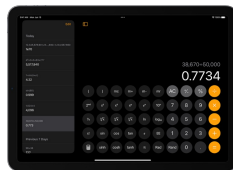
Swipe the categories at the top of the list to see others, such as Speed, Time, and Weight.

4. Enter a value in either field to see conversions as you type.

You can also convert units and currencies in [Math Notes](#). For example, write or type "50 m in feet =" in a note.

See previous calculations in Calculator on iPad

Keep track of previous calculations in the basic or scientific calculators, and copy results from them to use in Calculator or other apps.



1. Go to the Calculator app  on your iPad.
2. Tap , then select Basic or Scientific.
3. Tap , then do any of the following:
 - *Reload the calculation:* Tap the listing. The calculation appears where you left off earlier.
 - *Copy the answer:* Touch and hold the listing, then tap Copy Expression or Copy Result.
 - *Delete the calculation:* Swipe left, then tap .

Clock

See the time worldwide in Clock on iPad

You can see the local time in time zones around the world.

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



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

Set an alarm in Clock on iPad

You can turn your iPad into an alarm clock. You can also ask Siri to set an alarm for you. Set alarms for any time of day and have them repeat on one or more days of the week.

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

Set an alarm

1. Go to the Clock app  on your iPad.
2. Tap Alarms, then tap .
3. Set the time, then choose any of the following options:
 - *Repeat:* Choose the days of the week you want the alarm to repeat.
 - *Label:* Give the alarm a name, like "Water the plants."
 - *Sound:* Choose a song or a ringtone.
 - *Snooze:* Turn on to see a Snooze button with your alarm. (It pauses the alarm for 9 minutes.)
4. Tap Save.

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

Change the alarm's volume

1. Go to Settings  > Sounds.
2. Under Ringtone and Alert Volume, drag the slider.

Tip: To use the volume buttons on your device to change the alarm volume, turn on Change with Buttons.

Your alarm sounds even when you:

- Turn on [Silent mode](#).
- Turn on Do Not Disturb (or another [Focus](#)).

- Connect headphones to your iPad. The alarm plays at a set volume through both the built-in speakers on your iPad as well as your headphones.

Turn off an alarm

1. Go to the Clock app  on your iPad.
2. Tap Alarms.
3. Tap the button below the alarm time.

Remove an alarm

1. Go to the Clock app  on your iPad.
2. Tap Alarms.
3. Tap Edit at the top left, tap , then tap Done.

Track time with the stopwatch in Clock on iPad

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

1. Go to the Clock app  on your iPad.
2. Tap Stopwatch.

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

3. Tap Start.

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

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

Set timers in Clock on iPad

You can set timers to count down from specified times.

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

Set a custom timer

1. Go to the Clock app  on your iPad.
2. Tap Timers, then set a duration of time.
3. Choose any of the following options:
 - *Label:* Give the timer a name, like "Take the cookies out of the oven."
 - *When Timer Ends:* Choose a sound to play when the timer ends.
4. Tap Start.

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

When you set a custom timer, it appears below Recent—so you can start the same timer whenever you want.

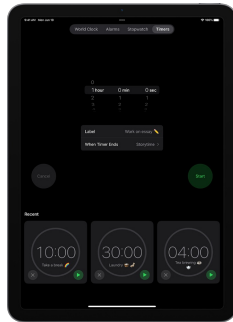
Set a timer to stop playing audio or video

If you want to stop playing audio or video after a specific amount of time, you can set the timer to stop the playback—for example, when you fall asleep while listening to the radio.

1. Go to the Clock app  on your iPad.
2. [Set a custom timer](#), as above.
3. Tap When Timer Ends, then tap Stop Playing at the bottom of the list of sounds.
4. Tap Start.

Set multiple timers

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



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

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

Stop, pause, or remove a timer

When a timer ends, you get a notification at the top of your screen, no matter which app you're using. Tap to clear the notification and stop the timer.

You can also pause or remove a timer before it ends.

1. Go to the Clock app  on your iPad.
2. Tap Timers, then do any of the following:
 - *Pause a timer:* Tap  next to the timer to stop it momentarily. Tap  to continue counting down.
 - *Remove a timer:* Tap .

Contacts

Add and use contact information on iPad

You can use the Contacts app to create, find, share, and delete contacts.

Say something like:

- “What’s my brother’s work address?”
- “Sarah Milos is my sister”
- “Send a message to my sister”

[Learn how to use Siri](#)

Create a contact

1. Go to the Contacts app  on your iPad.
2. Tap .

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

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

Find a contact

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

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

Share a contact

1. Go to the Contacts app  on your iPad.
2. Tap a contact, tap Share Contact, then choose a sharing method.

Sharing the contact sends all of the information from the contact’s card.

Quickly reach a contact

1. Go to the Contacts app  on your iPad.
2. To start a message, make a phone call or a FaceTime call, compose an email, or send money with Apple Pay, tap a button below the contact’s name.

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

Delete a contact

1. Go to the Contacts app  on your iPad.
2. Go to the contact’s card, then tap Edit.
3. Scroll down, then tap Delete Contact.

Edit contacts on iPad

Assign a photo to a contact, add a pronunciation and pronouns, change a label, add a birthday, and more to your contacts.

1. Go to the Contacts app  on your iPad.
2. Tap a contact, then tap Edit.
3. Enter or update the contact's information.
4. When you're finished, tap Done.

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

Add or edit your contact info and photo on iPad

iPad uses your [Apple Account](#) to create your contact card, called *My Card*, in the Contacts app. You can also add or edit details—including your name, address, phone number, and birthday, as well as the Contact Poster, which you can share with people when you call or send a message to them.

Complete or edit My Card

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top, then tap Edit.

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

3. Enter your contact information.

Contacts suggests addresses and phone numbers to help you.

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

Add or edit your home address

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top, then tap Edit.
3. Tap Add Address and add your address.
4. Tap the label that appears to the left of the address and select Home.

You can use AutoFill in Safari to automatically fill in your address for things like online shopping or online forms. When you edit your My Card, your AutoFill information automatically updates. See [Automatically fill in forms](#).

Add or edit your photo

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

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top, then tap Edit in the top right.

3. Tap Edit to pick a Contact Poster or create a new one.

Share your name and contact image

You can choose to automatically share your updated name, photo, and poster with people in your contacts.

1. Go to the Contacts app  on your iPad.
2. Tap My Card at the top, then tap Contact Photo & Poster.
3. Turn on Name & Photo Sharing to start sharing your contact photo and poster with others.

You can share automatically with Contacts Only, or select Always Ask to be prompted before your name, photo, and poster are shared with anyone you're communicating with.

Add or edit contact pronouns

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

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

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

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

Share contacts on iPad

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

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

Add or remove accounts in Contacts on iPad

In the Contacts app, you can add multiple accounts—such as iCloud, Microsoft Exchange, Google, and Yahoo. You can choose a default account, set up LDAP or CardDAV accounts, show or hide accounts, and delete accounts.

Add your iCloud contacts

1. Go to Settings  > [your name] > iCloud.

2. Tap See All next to Saved to iCloud, then turn on Contacts.

Add your contacts from other accounts

You can use the Contacts app to manage your contacts in other accounts, such as Microsoft Exchange, Google, and Yahoo.

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

Add contacts from contacts provider apps

You can allow third-party apps to add contacts to the Contacts app. The contacts are managed by the third-party app and can't be edited in the Contacts app.

1. Go to Settings  > Apps > Contacts.
2. Tap Providers, then turn on the option for an app.

Choose your default account

You can select a default account where new contacts are automatically added.

1. Go to Settings  > Apps > Contacts.
2. Tap Default Account, then tap the account you want to make your default.

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

1. Go to Settings  > Apps > Contacts.
2. Tap Contacts Accounts, then tap Add Account.
3. Tap Other, then tap Add LDAP Account or CardDAV Account.
4. Enter the account information.

Show or hide a contact list

1. Go to the Contacts app  on your iPad.
2. Tap Lists, tap Edit, then select the lists you want to see.

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

Remove a contact account

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

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

To view the contacts in that account on your iPad again, turn on Contacts.

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

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

Get rid of duplicate contacts on iPad

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

Resolve duplicate contacts

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

1. Go to the Contacts app  on your iPad.
2. Tap Duplicates Found under My Card.
3. Tap individual contacts to review and merge them, or tap Merge All to merge all duplicate contacts.

Link contacts manually

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

1. Go to the Contacts app  on your iPad.
2. Tap one of the contacts, tap Edit, then tap Link Contacts.
3. Choose the other contact entry to link to, then tap Link.

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

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

Sync contacts across devices on iPad

To keep your contact information up to date across all your devices where you're [signed in to your Apple Account](#), you can use iCloud.

1. Go to Settings > [your name] > iCloud.
2. Tap See All next to Saved to iCloud, then turn on Contacts.

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

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

Import contacts on iPad

You can import contacts from a vCard and from a directory.

Import contacts from a vCard

Tap a .vcf attachment in an email or message.

Add a contact from a directory

1. Go to the Contacts app  on your iPad.
2. Tap Lists, then tap the GAL, CardDAV, or LDAP directory you want to search.
3. Enter your search.
4. Tap the person's name to save their information to your contacts.

Export contacts on iPad

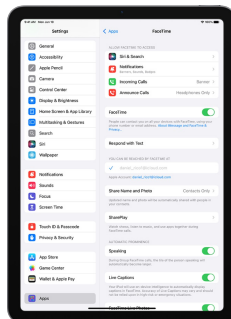
You can export some or all of your contacts to another device or app.

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

FaceTime

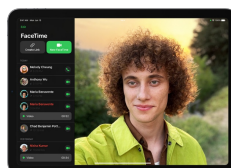
Get started with FaceTime on iPad

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



Set up FaceTime

To get started with FaceTime, go to Settings  > Apps > FaceTime, then sign in to your Apple Account or turn on FaceTime. If more than one contact method appears below "You can be reached by FaceTime at," you can tap to select or deselect it.



Make a FaceTime call

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

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



Use the FaceTime controls

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



Share your screen in a FaceTime call

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

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

Want to learn more?

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

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

Make and receive FaceTime calls

Make FaceTime calls on iPad

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

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

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

Make a FaceTime call

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

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

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

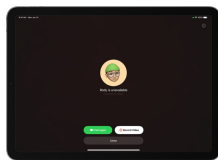
You can use Siri. Say something like: "Make a FaceTime call" or "Call Eliza's mobile." [Learn how to use Siri](#).

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

Record a video message

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

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



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

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

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

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

Leave a voicemail

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

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

Call again

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

- Tap Call Again on the Record Video screen.

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

Start a FaceTime call from a Messages conversation

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

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

Important: If you remove the FaceTime app from your iPad, or if you removed FaceTime in an earlier version of iPadOS, you won't be able to make or receive FaceTime calls or use SharePlay on your iPad unless you [redownload the app](#). Settings and contact cards won't show FaceTime options.

Receive FaceTime calls on iPad

Answer a FaceTime call

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

- *Accept the call:* To answer a video call, tap , then tap Join. To answer an audio call, tap .

If a slider appears, you can drag it right to answer.

- *Decline the call:* Tap .

Tap Remind Me to set a reminder to call back, or tap Message to send a text message. (You may need to tap the incoming call banner to see these options.)

- *Put the current call on hold:* Tap Hold and Accept.

Note: This option is only available if you're on a FaceTime audio call and you receive another incoming FaceTime audio call. Otherwise, you can tap End & Accept to end the current call and answer the incoming call.

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

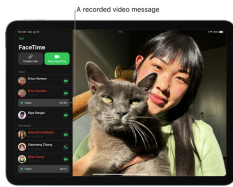
Listen to a video or audio message

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

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

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

If you miss an incoming *audio call*, the caller can leave a voicemail if you have Live Voicemail turned on in Settings  > Apps > Phone, and your iPhone is signed in to FaceTime with the same Apple Account as your iPad. The voicemail appears in your FaceTime call history on your iPhone.



Delete a call from your call history

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

Create a link to a FaceTime call on iPad

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

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

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

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

Take a Live Photo in FaceTime on iPad

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

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

- *During a one-to-one FaceTime call:* Tap .
- *During a Group FaceTime call:* Tap the tile of the person you want to take a picture of, then tap .

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

Turn on Live Captions in a FaceTime call on iPad

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

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

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

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

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

Use other apps during a FaceTime call on iPad

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

[Go to the Home Screen](#), then tap an app icon to open the app.

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

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

Make a Group FaceTime call on iPad

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

Start a Group FaceTime call

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

You can also tap ⓘ to open Contacts and add people from there. Or tap suggested contacts.

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

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

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

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

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

Start a Group FaceTime call from a group Messages conversation

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

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

Add another person to a call

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

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

Or tap  to add someone from Contacts.
3. Tap Add People.

Join a Group FaceTime call

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

Leave a Group FaceTime call

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

The call remains active if one or more participants remain.

View participants in a grid layout in FaceTime on iPad

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

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

To turn the grid off, tap the button again.

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

With SharePlay in the FaceTime app, you can stream TV shows, movies, and music in sync with friends and family while on a FaceTime call together. Enjoy a real-time connection with everyone on the call—with synced playback and shared controls, you all see and hear the same moments at the same time. With Smart Volume, media audio is adjusted automatically, so you can continue to chat while watching or listening. You can also play supported multiplayer games in Game Center with friends during a FaceTime call, and in iPadOS 18.2 or later, watch supported live sports events together.

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

Note: Apple TV+ (includes Friday Night Baseball in some countries and regions), MLS Season Pass, Apple TV channels, and some apps that support SharePlay require a subscription. To watch a movie, TV show, or live sports event together, every participant needs to have access to the content on their own device, through either a subscription or purchase, on a device that meets the [minimum system requirements](#). SharePlay may not support the sharing of some movies, TV shows, or live sports events across different countries or regions. FaceTime, some FaceTime features, and other Apple services may not be available in all countries or regions.

Watch video together during a FaceTime call

You can watch movies and TV shows during a FaceTime call in sync with your friends and family. In iPadOS 18.2 or later, you can also watch supported live sports events.



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

Alternatively, you can [go to the Home Screen](#), then open a video streaming app that supports SharePlay.

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

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

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

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

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

On an iPad that meets the [minimum system requirements](#), you can start a FaceTime call in the Apple TV app (or other supported video app) while you're browsing or watching video content, and share the item in sync with others using SharePlay. Everyone on the call needs to have the same type of access to the content on their own device (for example, through a subscription or purchase).

1. In the Apple TV app (or other supported video app), find a show, movie, or live sports event that you want to share.

Note: Your iPad needs to have iPadOS 18.2 or later to share live sports events.

2. Tap the item to see its details, tap , then tap SharePlay.
3. In the To field, enter the contacts you want to share with, then tap FaceTime.
4. When the FaceTime call connects, tap Start or Play to begin using SharePlay.

The recipients tap Open to begin viewing.

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

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

Send what you're watching in SharePlay to Apple TV

If you've already started [watching a video together](#) on iPad, you can send it to Apple TV to enjoy on the big screen.

On iPad, do one of the following:

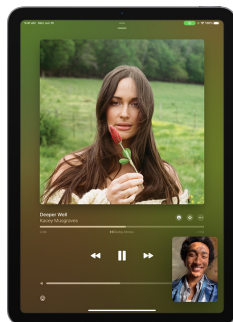
- In the streaming app, tap , then choose Apple TV as the playback destination.
- [Open Control Center](#), tap , then choose Apple TV as the playback destination.

The video plays in sync on Apple TV, and you can keep the conversation going on your iPad.

See [Watch together using SharePlay](#) in the Apple TV User Guide.

Listen to music together during a FaceTime call

You can get together and listen to an album or favorite playlist with others on a FaceTime call. Anyone on the call who has access to the music (for example, through a subscription, a transaction, or a free trial) on a device that meets the [minimum system requirements](#) can listen along, see what's next, add songs to a shared queue, and more.



1. Start a call in the FaceTime app  on your iPad.
2. Tap , then tap an app below Listen and Play Together.

Alternatively, you can [go to the Home Screen](#), then open a music streaming app that supports SharePlay (for example, the Music app ).

3. Select the music you want to listen to, then tap the Play button to begin listening to the music together. (Others on the call may have to tap Join SharePlay to hear the music.)

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

Each person can use the music controls to pause, rewind, fast-forward, scrub to a different part of the song, or go to the next track. And anyone on the call can add songs to the shared queue.

Invite friends to listen to music together on FaceTime from a supported app

On an iPad that meets the [minimum system requirements](#), you can start a FaceTime call in the Music app (or other supported music app) and use SharePlay to share the music in sync with others on the call. Each person can use the music controls to pause, rewind, fast-forward, or scrub to a different part of the song. And anyone using SharePlay can add songs to the shared queue. Everyone on the call must have access to the content (for example, through a subscription).

1. Open the Music app  (or other supported music app), then tap the music you want to share.
2. Do one of the following:
 - Tap ... next to the music, then tap SharePlay.
 - Tap ... at the top right, tap , then tap SharePlay.
3. In the To field, enter the contacts you want to share with, then tap FaceTime.
4. When the FaceTime call connects, tap Start.

To begin listening, recipients tap the song title at the top of the FaceTime controls, then tap Open. The music starts playing at the same time for everyone on the call who has access to the content.

Note: Every participant needs to have access to the content on their own device, either through a subscription or a purchase. People who don't have access to the content you share are asked to get access.

Play games in Game Center with friends during a FaceTime call

You can play supported multiplayer games with friends in Game Center on a FaceTime call. You must first [set up your Game Center profile](#) in Settings , add friends, then find and download a supported multiplayer game for Game Center in the App Store.

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

See [Use Game Center to play with friends](#).

You can also share your screen to show apps, webpages, and more during the conversation. See [Share your screen in a FaceTime call](#).

SharePlay lets you work out with others using Apple Fitness+. See the Apple Support article [Use SharePlay with Apple Fitness+ on your iPhone, iPad, or Apple TV](#).

Share your screen in a FaceTime call on iPad

In the FaceTime app (on a device that meets the [minimum system requirements](#)), you can share your screen to bring apps, webpages, and more into the conversation.

Share your screen in a FaceTime call

1. During a call in the FaceTime app  on your iPad, tap the screen to show the FaceTime controls (if they aren't visible), then tap .
2. Tap Share My Screen.

A countdown from 3 to 1 appears, then a small image of your screen appears in the FaceTime call. Other participants can tap the screen image to enlarge it and view your content.

Tip: During a one-to-one FaceTime call, a participant who is using an iPhone or iPad can tap, draw, or write on your screen to call your attention to a specific area. The circle, drawing, or writing disappears after a few seconds. If you need more help, you can also allow the other participant to [control your screen](#).

To stop sharing your screen, tap . Ending a FaceTime call also ends screen sharing.

Ask someone to share their screen

1. During a call in the FaceTime app  on your iPad, tap the screen to show the FaceTime controls (if they aren't visible), then tap .
2. Tap Ask to Share.

Request or give remote control in a FaceTime call on iPad

During a one-to-one FaceTime video or audio call, you can remotely control another participant's screen or allow them to remotely control yours. The person controlling the screen can help with an issue or demonstrate how to use an app.

Note: Before someone can remotely control your screen, they need to be saved in your contacts. To help protect your data and privacy, additional restrictions may apply to remote control requests.

Request remote control

You can request control of an iPad or iPhone screen that's being shared with you.

Note: Both you and the other participant need iPadOS 18, iOS 18, or later.

1. In the FaceTime app  on your iPad, tap the window showing the shared screen.
2. Tap .

If the other participant accepts your request, you can tap or swipe on the shared screen. You can also use the onscreen keyboard within apps.

Accept a remote control request

A participant can request to remotely control your screen if they're using an iPad with iPadOS 18 or later.

When you receive a remote control request notification in the FaceTime app  on your iPad, tap Allow.

WARNING: The person remotely controlling the screen can perform actions on your iPad such as opening and closing apps, changing settings, deleting items, or sending messages. Only approve remote control requests from people you trust.

The person remotely controlling the screen may be restricted from tasks such as changing your Apple Account or Face ID settings, making payments, or erasing your device. Your Face ID and Touch ID will be disabled during a remote control session.

You can still tap, swipe, or type while your screen is remotely controlled—your actions take priority over remote actions.

Decline a remote control request

When you receive a remote control request notification while sharing your screen in the FaceTime app  on your iPad, tap Don't Allow. Screen sharing continues, and the other participant can still tap, draw, or write on your screen to highlight important areas.

Stop remote control

You can end remote control at any time. Do one of the following:

- *If you're allowing someone to control your screen:* Tap Stop at the top right of the screen sharing window.
- *If you're controlling someone else's screen:* Tap .

Ending a FaceTime call also ends remote control and screen sharing.

Remote control isn't available in all countries or regions. See [iOS and iPadOS Feature Availability](#)

Collaborate on a document in FaceTime on iPad

In a FaceTime call, you can collaborate on a shared document. You can initiate collaboration in a FaceTime call that's in progress, or you can initiate collaboration from the app where the document was created.

Collaborate on a document

1. Start a conversation in the FaceTime app  with the people you want to collaborate with. (See [Make a FaceTime call](#).)

2. Tap , then choose the app you want to use below Collaborate.

If you don't see , tap the screen to open the FaceTime controls.

3. Open the document, then do one of the following:
 - Tap Collaborate in the notification that appears.
 - Tap , choose how to share the document (FaceTime, AirDrop, Mail, or Messages), then tap Collaborate.

4. Tap Start in the collaboration notification that appears at the top of your screen.

Participants get a notification that you've shared a document you want to collaborate on. When they tap Open in the notification, the document opens on their device.

Everyone who receives and opens the document can make changes and see changes made by others. When someone makes a change, a notification is sent to everyone who's collaborating on the document.

Use video conferencing features on iPad

During a video call in the FaceTime app  or a third-party video conferencing app, you can use full-screen video effects and add reactions with hand gestures that fill the camera frame with 3D effects.

Use video effects during a video call

1. In a video conference call in the FaceTime app  or a third-party video conferencing app, [open Control Center](#).
2. Tap FaceTime Controls, then choose any of the following:
 - *Center Stage*: Automatically frames you (and anyone else with you) as you move around the field of view during a video conference call. (Available on [supported models](#)). See [Turn on Center Stage](#).
 - *Portrait*: Automatically blurs the background and puts the visual focus on you. Tap  to adjust the amount of the background blur. See [Blur the background with Portrait mode](#).
 - *Studio Light*: Dims the background and illuminates your face. Tap  to adjust the intensity of the [studio light](#).
 - *Reactions*: Allows you to use hand gestures to add reactions. When Reactions is turned off in Control Center, you can't use hand gestures to add reactions, but you can add reactions by tapping the icons that appear when you touch and hold your tile in the call. (Available on [supported models](#).) See [Add reactions in a video call](#).

Add reactions in a video call

With simple hand gestures in the FaceTime app (and third-party video conferencing apps), you can add reactions that fill the camera frame with fun, 3D augmented reality effects—including hearts, balloons, fireworks, and more.

You can also add these reactions by touching and holding your tile in the call, then tapping the icons that appear.

Note: To use hand gestures, [open Control Center](#) on a [supported model](#), tap FaceTime Controls, then make sure Reactions is turned on. When using gestures, hold your hands away from your face, and pause for a moment or two to activate the effect.

Reaction	Gesture	Icon
Hearts		

Reaction	Gesture	Icon
Thumbs-up		
Thumbs-down		
Balloons		
Rain		
Confetti		
Laser burst		
Fireworks		

Hand off a FaceTime call from your iPad to your other Apple devices

You can start a FaceTime call on your iPad and move the call to another device where you're [signed in to the same Apple Account](#).

With Continuity Camera and Mic, you can also use iPad as a webcam and microphone for FaceTime calls on your Mac or Apple TV. See [Use FaceTime on Apple TV 4K](#).

Note: Your selected contact information for the call, shown in Settings > Apps > FaceTime, must match the selected contact information in Settings > Apps > FaceTime on the device you want to hand off to.

Hand off a FaceTime call from iPad to iPhone or Mac

While on a FaceTime call on your iPad, you can hand off the call to your iPhone (iOS 16 or later) or Mac (macOS 13 or later). You must be signed in to the same Apple Account on both devices.

- During a call in the FaceTime app  on iPad, do one of the following on your other device:
 - Tap the notification with the suggestion "Move call to this [device]."
 - Tap  at the top of the screen.

A preview of the call appears, showing your camera, microphone, and audio settings.

2. Make sure the settings are the ones you want, then tap Switch or Join.

The call moves to the new device. On the original device, a banner appears confirming that the call was continued elsewhere, along with a Switch button, which you can tap if you want to bring the call back.

Hand off a FaceTime call from your iPad to Apple TV 4K

You can start (or receive) a FaceTime call on your iPad, and then hand off the call to the larger screen on Apple TV 4K (2nd generation or later) when you're signed in to the same Apple Account on both devices. After you hand off the call, it continues on Apple TV, with your iPad serving as a webcam and microphone for Apple TV for the duration of the call. Continuity Camera with Apple TV 4K (2nd generation or later) is available on [supported iPad models](#).

For instructions on handing off and continuing the call on Apple TV 4K (2nd generation), see [Use FaceTime on Apple TV 4K \(2nd generation or later\)](#).

Change FaceTime video settings on iPad

During a call in the FaceTime app , you can turn Portrait mode, Studio Light, and Center Stage on or off, switch between cameras, or turn your camera on or off.

Blur the background with Portrait mode

On [supported models](#), you can turn on Portrait mode, which automatically blurs the background and puts the visual focus on you, the same way Portrait mode does in the Camera app.

1. When you're on a FaceTime call, tap your tile.
2. Tap  in your tile.

To turn Portrait mode off, tap the button again.

You can also turn Portrait mode on or off in Control Center. [Open Control Center](#), tap FaceTime Controls, then tap Portrait.

Highlight your face

On [supported models](#), you can turn on Studio Light, which dims the background and illuminates your face.

1. When you're on a FaceTime call, [open Control Center](#), then tap FaceTime Controls.
2. Tap Studio Light.

To turn Studio Light mode off, tap the button again.

Turn on Center Stage

On [supported models](#), you can use Center Stage, which automatically adjusts your front camera to frame you as you move around the field of view during a FaceTime call.

1. When you're on a FaceTime call, [open Control Center](#).
2. Tap FaceTime Controls, then tap Center Stage to turn it on.

To turn Center Stage off, tap it again.

On some iPad models,  appears in your tile. To turn on Center Stage, you can tap your tile, then tap .

Switch to the rear camera

When you're on a FaceTime call, tap your tile, then tap .

To switch back to the front camera, tap  again.

Note: While you're using the rear camera, you can enlarge the image by tapping 1x. Tapping it again returns the image to normal size.

Turn off your camera

When you're on a FaceTime call, tap the screen to make the controls appear, then tap . (Tap it again to turn the camera back on.)

Use FaceTime audio settings on iPad

Spatial Audio in the FaceTime app  makes it sound like your friends are in the room with you. Their voices are spread out and sound like they're coming from the direction in which each person is positioned on the screen.

Note: Spatial Audio is available on [supported models](#) and works with the following AirPods models: AirPods (3rd generation), AirPods Pro (all models), and AirPods Max.

Filter out background sounds

When you want your voice to be heard clearly in a FaceTime call and other sounds filtered out, you can turn on Voice Isolation mode (available on [supported models](#)). Voice Isolation mode prioritizes your voice in a FaceTime call and blocks out the ambient noise.

During a FaceTime call, [open Control Center](#), tap Mic Mode, then select Voice Isolation.

Include the sounds around you

When you want your voice and all the sounds around you to be heard in a FaceTime call, you can turn on Wide Spectrum mode (available on [supported models](#)).

During a FaceTime call, [open Control Center](#), tap Mic Mode, then select Wide Spectrum.

Adjust audio automatically

To have your audio settings adjusted automatically, choose Automatic mode. When you want your voice and all the sounds around you to be heard in a FaceTime call, you can turn on Wide Spectrum mode (available on [supported models](#)).

During a FaceTime call, [open Control Center](#), tap Mic Mode, then select Wide Spectrum.

Turn off the sound

When you're on a FaceTime call, tap the screen to show the FaceTime controls (if they aren't visible), then tap  to turn the sound off.

To turn the sound back on, tap the button again.

When your sound is turned off, your mic detects whether you're speaking, and you're notified that your mic is muted and that you can tap  to unmute it.

Change your appearance in a FaceTime call

on iPad

On video calls in the FaceTime app , you can become your favorite Memoji (on [models with a TrueDepth camera](#)). On [supported models](#), you can use a built-in filter to change your appearance and add stickers, labels, and shapes.

Become a Memoji

In Messages, on iPad with a TrueDepth camera, you can create a Memoji character to use in your FaceTime calls. iPad captures your movements, facial expressions, and voice, and conveys them through your character. (Your character imitates you even when you stick out your tongue!)

See [Send stickers](#).

1. During a FaceTime call, tap your tile, then tap . (If you don't see , tap the screen.)
2. Tap , then choose a Memoji (swipe through the characters at the bottom, then tap one).

The other caller hears what you say, but sees your Memoji doing the talking.

Use a filter to change your appearance

1. During a FaceTime call, tap your tile, then tap  ([supported models](#)).
2. Tap  to open the filters.
3. Change your appearance by tapping a filter at the bottom (swipe left or right to preview them).

Add a text label

1. During a call, tap the screen, then tap .
2. Tap , then tap a text label.

To see more label options, swipe up from the top of the text window.

3. While the label is selected, type the text you want to appear in the label, then tap away from it.
4. Drag the label where you want to place it.

To delete the label, tap it, then tap .

Add stickers

1. During a call, tap the screen, tap , then do any of the following:
 - Tap  to add a Memoji sticker or  to add an Emoji sticker.
 - Tap , swipe up, then tap .
2. Tap a sticker to add it to the call.

To see more options, swipe left.

3. Drag the sticker to place it where you want.

To delete the sticker, tap it, then tap .

Add shapes

1. During a call, tap your tile, then tap .

2. Tap , then tap a shape to add it to the call.

To see more options, swipe up from the top of the shapes window.

3. Drag the shape where you want to place it.

To delete the shape, tap it, then tap .

Leave a FaceTime call or switch to Messages on iPad

You can leave a call in the FaceTime app  at any time, or continue your conversation in Messages.

Leave a FaceTime call

Tap the screen to show the FaceTime controls (if they aren't visible), then tap .

Switch to a Messages conversation

To jump to a Messages thread that includes everyone on the call, tap the screen to show the FaceTime controls (if they aren't visible), tap  at the top of the controls, then tap .

Block a FaceTime call and report it as spam on iPad

In the FaceTime app,  you can block FaceTime calls from unknown callers and report the calls as spam or junk. You can also silence calls from unknown callers.

Block unknown callers

Do one of the following:

- *While the call is ringing:* Tap the left side of the notification to expand the window, then tap . Scroll down and tap Block All Participants, then tap Block All Participants.
- *During a call:* Tap , scroll down and tap Block Caller, then tap Block.
- *While in a Group FaceTime call:* Tap , scroll down and tap Block All Participants, then tap Block All Participants.
- *After a call has ended:* Tap the call in the call history, tap Block Caller, then tap Block.

You can also swipe left on the call, tap , then tap Block.

- *After a Group FaceTime call has ended:* Tap the call in the call history, tap  next to a caller's information, tap Block Caller, then tap Block Contact.

You can also swipe left on the call, tap , then tap Block All Participants.

Note: If a Group FaceTime call is listed in the Active section, it hasn't ended; the Block option won't be available in your call history.

After you end a call from an unknown caller, if you see a screen with Call Ended at the top, you can tap Block Caller to prevent further contact from that caller, or tap Create Contact to add the caller to your contacts.

If you block a caller, you can also report the call as spam or junk to Apple, which then receives the caller's information.

To unblock a caller, tap the call, tap ⓘ next to the name, phone number, or email address, then tap Unblock Caller. You can also go to Settings > Apps > FaceTime, then tap Blocked Contacts. Swipe left on the contact information, then tap Unblock.

Report a FaceTime call as spam or junk

Do one of the following:

- *During a call:* Tap ⓘ near the name, phone number, or email address of the caller you want to report, then tap Block and Report Junk. (You may need to tap the FaceTime window for ⓘ to appear.)
- *After a call has ended:* Swipe left on a one-to-one FaceTime call. (You can't report a Group FaceTime call as spam or junk after it has ended.)

Silence FaceTime calls from unknown callers

Go to Settings ⓘ > Apps > FaceTime > Silence Unknown Callers, then turn on Silence Unknown Callers.

This setting ensures that you'll receive FaceTime calls only from your saved contacts, people you've called before, and people suggested by Siri. Calls from unknown numbers go to voicemail and are displayed on the Recents list.

Files

Files basics

In the Files app, you can locate and view your files, organize and rearrange them in folders, compress, rename, and share them with friends, transfer them to and from iCloud Drive and other devices, and more.

1. Go to the Files app 📁 on your iPad.
2. Do any of the following:
 - *View files downloaded from email or the internet:* Tap 📁 at the top of the screen, then tap Downloads in the sidebar. See [Find downloaded files](#).
 - *Browse your files on iCloud Drive:* Tap 📁 at the top of the screen. See [Browse iCloud Drive](#).
 - *View files you opened recently:* Tap 📁 at the top of the screen, then tap Recents at the top of the sidebar.
 - *View shared files:* Tap 📁 at the top of the screen, then tap Shared in the sidebar.
 - *Copy, move, share, or delete a file or folder:* Locate the file or folder, touch and hold it, then tap Copy, Move, Share, or Delete. See [Modify files and folders in Files](#).

Modify files and folders in Files on iPad

You can copy, move, share, and delete your documents, images, and other files on iPad.

Modify and rearrange documents

When viewing a file in a supported document format, you can modify and rearrange the document's contents.

1. Go to the Files app  on your iPad.
2. Open the document you want, tap its title, then choose any of the following:
 - *Save to Photos*: Save the document in the Photos Library.
 - *Duplicate*: Make a copy of the document.
 - *Move*: Move the document to another location.
 - *Export*: Save a copy of the file in a different file format.
 - *Print*: Print the document

To rearrange a document, touch and hold a highlighted page and drag it to a new location.

To mark up a document, tap .

Note: Not all document formats are supported by the Files app.

Change to icon, list, or column view

You can change your view of the files in an open location or folder on iPad.

1. Go to the Files app  on your iPad.
2. Tap a location at the top of the screen—Recents, Shared, or Browse—or tap , then tap a location in the sidebar.
3. Tap , then tap Icons, List, or Columns to change your view of the files.

Note: To look deeper into a folder hierarchy from the column view, tap an item in the rightmost column, then swipe left. To see a preview of a file along with its metadata (such as its kind and size), tap the file. (If the preview doesn't appear in the rightmost column, swipe left.) To view the file and perform various actions on it without leaving Files, tap Open below the file preview.

Rearrange the Browse sidebar

1. Go to the Files app  on your iPad.
2. Tap  to open the sidebar.
3. Tap  at the top of the sidebar, tap Edit Sidebar, then do any of the following:
 - *Hide a location*: Turn the location off.
 - *Delete a tag and remove it from all items*: Tap  next to the tag. (See [Tag a file or folder.](#))
 - *Remove an item from the Favorites list*: Tap  next to the item. (See [Mark a folder as a favorite.](#))
 - *Change the order of an item*: Touch and hold , then drag it to a new position.

Delete a file

1. Go to the Files app  on your iPad.
2. Locate the file you want to delete.
3. Touch and hold the file, then tap Delete.

Find files and folders in Files on iPad

In the Files app, you can search for and view your documents, images, and other files.

Find downloaded files

If you have files on your iPad that are downloaded from the internet, you can find them in the Downloads folder in the Files app.

1. Go to the Files app  on your iPad.
2. Tap  at the top of the screen, then tap Downloads in the sidebar to see your downloaded files.

Find a specific file or folder

1. Go to the Files app  on your iPad.
2. Tap , then enter a filename, folder name, or document type in the search field.

When you search, you have these options:

- *Focus the scope of your search:* Below the search field, tap Recents or the name of the location or tag.
- *Hide the keyboard and see more results on the screen:* Tap Search.
- *Start a new search:* Tap  in the search field.
- *Open a result:* Tap it.

Browse files and folders

1. Go to the Files app  on your iPad.
2. Tap Browse at the top of the screen, then tap a document on the Browse screen.

If you don't see the Browse screen, tap Browse again.

3. To view recently opened files, tap Recents at the top of the screen.
4. To open a file, location, or folder, tap it.

Note: If you haven't installed the app that created a file, a preview of the file opens in Quick Look.

For information about marking folders as favorites or adding tags, see [Tag a file or folder](#).

Change how files and folders are sorted

1. Go to the Files app  on your iPad.
2. From an open location or folder, tap .
3. Choose an option: Name, Kind, Date, Size, or Tags.

Organize files and folders in Files on iPad

In the Files app, you can organize documents, images, and other files in folders.

Create a folder

1. Go to the Files app  on your iPad.
2. Open a location or an existing folder.
3. Tap , then tap New Folder.

Note: If you don't see New Folder, you can't create a folder in that location.

Rename, compress, and make other changes to a file or a folder

1. Go to the Files app  on your iPad.
2. Open a location or an existing folder.
3. Touch and hold the file or folder, then choose an option: Copy, Move, Rename, Compress, Duplicate, or Delete.

To modify multiple files or folders at the same time, tap Select, tap to select the files or folders you want to modify, then tap an option at the bottom of the screen (Share, Duplicate, Move, Delete, and so on).

Note: Some options may not be available, depending on the item you select; for example, you can't delete or move an app library (a folder labeled with the app name).

Zip or unzip a file or folder

You can zip a file or folder to compress it so that it takes up less storage space on your iPad. You can also unzip a compressed file or folder.

1. Go to the Files app  on your iPad.
2. Touch and hold the file or folder you want to zip, then tap Compress.

To unzip a compressed file or folder, touch and hold it, then tap Uncompress.

Tag a file or folder

1. Go to the Files app  on your iPad.
2. Open a location or an existing folder.
3. Touch and hold the file or folder, tap Tags, then tap one or more tags.
4. Tap Done.

Tagged items appear below Tags in the Browse sidebar.

To remove a tag, tap it again.

Mark a folder as a favorite

1. Go to the Files app  on your iPad.
2. Open a location or an existing folder, touch and hold the folder, then tap Favorite.

Send files from the Files app on iPad

You can send a copy of any file to others. If you have a document you want to send that isn't digitized, you can scan it with the Files app first.

Send a file

1. Go to the Files app  on your iPad.
2. Touch and hold the file you want to send, then tap Share.

Tip: To send a smaller version of the file, tap Compress before you tap Share, touch and hold the compressed version of the file (identified as a zip file), then tap Share.

3. Choose an option for sending (for example, AirDrop, Messages, or Mail), then tap Send.

Reply to a received document

If you save an attachment from the Mail app, you can quickly reply to the email and optionally return the attachment.

1. Go to the Files app  on your iPad.
2. Touch and hold the file you want to reply to, then tap "Reply to."

Scan a document

1. Go to the Files app  on your iPad.
2. Open the location or folder where the document you want to scan is located
3. Tap , then tap Scan Documents.

To send files from Files, you can also [use Split View](#) or [Slide Over](#) to open Mail or Messages, select one or more items in Files, then [drag your selection](#) into a message.

Tip: If the files or folders you want to share are stored in iCloud Drive, you can [invite others to view or edit](#) their contents—you don't need to send them copies.

Set up iCloud Drive on iPad

You can access iCloud Drive and store files, create folders, and share documents with friends and family. You can access your content from all your devices where you're signed in to the same [Apple Account](#)—including on a Mac, where iCloud Drive is located in the Finder.

iCloud Drive is built into the Files app on devices with iOS 11, iPadOS 13, or later. You can also use iCloud Drive on Mac computers (OS X 10.10 or later), Windows devices (iCloud for Windows 7 or later), or online at [iCloud.com](https://www.icloud.com). Storage limits depend on your iCloud storage plan.

Turn on iCloud Drive

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

Browse iCloud Drive

1. Go to the Files app  on your iPad.
2. Tap  at the top of the screen.

3. Tap iCloud Drive below Locations.

If you don't see Locations, tap  again. If you don't see iCloud Drive below Locations, tap Locations.

4. To open a folder, tap it.

See [Modify files, folders, and view downloads](#).

Choose which apps use iCloud Drive

You can choose which apps have access to store and edit content on your iCloud Drive.

1. Go to Settings  > [your name] > iCloud.
2. Tap See All next to Saved to iCloud.
3. Turn on each app you want saved to iCloud, and turn off each one you don't want saved.

Share files and folders in iCloud Drive on iPad

After you [set up iCloud Drive](#), you can share folders and individual files with friends and colleagues. When you make changes to a shared folder or file, others see your changes automatically. If you allow people to make edits, their changes appear automatically as well.

Files and folders shared in iCloud Drive have these important characteristics:

- If you share a folder, all items added to that folder by you or other participants are automatically shared.
- The link to a shared file includes its name. If the name or content is confidential, be sure to ask recipients not to forward the link to anyone else.
- If you move a shared file to another folder or location, the link no longer works, and people lose access to the item.
- Depending on the app, users might need to reopen a file or tap the original link to see the latest changes.

Share a folder or file

If you own a folder or file in iCloud Drive, you can invite others to view or change its contents.

You can share a folder or file so that only people you invite can open it, or anyone with the link can open it.

You can allow the contents of a folder or file to be changed, or you can restrict access so that the contents can only be viewed.

1. Go to the Files app  on your iPad.
2. Go to a location, then touch and hold the folder or file you want to share.
3. Tap , then choose whether you want to collaborate or send a copy of the folder or file.

4. Do one of the following:

- *Allow only invitees to view and edit the contents:* Tap >, tap "Only invited people," tap "Can make changes," then choose a method—such as Messages or Mail—for sending people a link to the folder or file.
- *Allow only invitees to view the contents:* Tap >, tap "Only invited people," tap "View only," then choose a method for sending the link.
- *Allow anyone with the link to view and edit the contents:* Tap >. tap "Anyone with the link," tap "Can make changes," then choose a method for sending the link.
- *Allow anyone with the link to view the contents:* Tap >, tap "Anyone with the link," tap "View only," then choose a method for sending the link.
- *Allow anyone to invite more people:* Tap >, then tap "Allow others to invite," then tap Done.

5. Choose how you want to send your invitation, then tap Send.

Invite more people to collaborate on a folder or file

If you already shared a folder or file and its access is set to "Only people you invite," you can share it with more people.

1. Go to the Files app  on your iPad.
2. Tap Shared at the bottom of the screen.
3. Touch and hold the folder or file you want to share.
4. Tap , then tap Manage Shared Folder or Manage Shared File.
5. Tap Share With More People, and choose a method for sending the link.
6. Enter any other requested information, then send or post the invitation.

Share a folder or file with more people using a link

If you set the access to a shared folder or file to "Anyone with the link," anyone with the link can share it with others.

1. Go to the Files app  on your iPad.
2. Tap Shared at the top of the screen.
3. Touch and hold the folder or file you want to share.
4. Tap Share , tap Manage Shared Folder or Manage Shared File, then tap Send Link.
5. Choose a method for sending the link, enter any other requested information, then send or post the invitation.

Change access and permission settings for everyone

If you're the owner of a shared folder or file, you can change its access at any time. However, everyone you shared the link with is affected.

1. Go to the Files app  on your iPad.
2. Tap Shared at the top of the screen
3. Touch and hold the folder or file whose permissions you want to change.

4. Tap Share , tap Manage Shared Folder or Manage Shared File, then tap Share Options.
5. Change either or both of the options.
 - *Access option:* When you change the access option from “Anyone with the link” to “Only people you invite,” the original link no longer works for anyone, and only people who receive a new invitation from you can open the folder or file.
 - *Permission option:* When you change the permission option, everyone who has the file open when you change the permission sees an alert. New settings take effect when the alert is dismissed.

Change access and permission settings for one person

If you're the owner of a shared folder or file and its access is set to “Only invited people,” you can change the permission for one person without affecting the permission of others. You can also remove the person's access.

1. Go to the Files app  on your iPad.
2. Touch and hold the folder or file whose permissions you want to change.
3. Tap Share , then tap Manage Shared Folder or Manage Shared File.
4. Tap the person's name, then select an option.

Stop sharing a folder or file

If you're the owner of a shared folder or file, you can stop sharing it.

1. Go to the Files app  on your iPad.
2. Open the location of the folder or file you want to stop sharing.
3. Touch and hold the folder or file, tap , then tap Manage Shared Folder or Manage Shared File.
4. Tap Stop Sharing.

Anyone who has the file open when you stop sharing it sees an alert. The item closes when the alert is dismissed, the file is removed from the person's iCloud Drive, and the link no longer works. If you later share the item again and set the access to “Anyone with the link,” the original link works. If the access is set to “Only invited people,” the original link works again only for people you reinvite to share the item.

Transfer files from iPad to a storage device, a server, or the cloud

With iPad and a computer, you can transfer files using an external storage device, a file server, or a cloud storage service like iCloud, Box, or Dropbox.

Transfer files with an external storage device

1. Connect your iPad or computer to an external storage device, such as a USB drive or SD card.

To connect to iPad, you might need a cable adapter. See [Connect external storage devices](#).

Note: If an alert appears on iPad asking whether to trust this computer, select Trust. See the Apple Support article [About the 'Trust This Computer' alert](#).

2. Use a supported app (like Files or Pages) to copy files to the storage device. See [Organize files and folders](#)
3. Disconnect the storage device, then connect it to the device where you want the copied files to appear.
4. Copy the files to the connected device. See [Connect and use other storage devices with Mac](#) in the Mac User Guide.

Access an external storage device

You can open, rename, erase, and get information about a connected external storage device.

1. Go to the Files app  on your iPad.
2. Tap  at the top of the screen.
3. Touch and hold the name of the storage device below Locations, then do any of the following:
 - *View the contents of the storage device:* Tap Open in New Window.
 - *Rename the storage device:* Tap Rename [device].
 - *Erase the storage device:* Tap Erase.
 - *Get information about the storage device:* Tap Get Info.

Connect to a computer or file server

1. Go to the Files app  on your iPad.
2. Tap .
3. Tap  at the top of the sidebar.

If you don't see the sidebar, tap  at the top of the screen.

4. Tap Connect to Server.
5. Enter a local hostname or a network address, then tap Connect.

Tip: After you connect to a computer or file server, it appears in the Recent Servers list on the Connect to Server screen. To connect to a recent server, tap its name.

6. Select how you want to connect:
 - *Guest:* You can connect as a Guest user if the shared computer permits guest access.
 - *Registered User:* If you select Registered User, enter your user name and password.
7. Tap Next, then select the server volume or shared folder in the Browse sidebar (below Shared).

To disconnect from the file server, tap  next to the server in the Browse sidebar.

For information on how to set up your Mac to share files, see [Set up file sharing on Mac](#) in the Mac User Guide.

Transfer files with a cloud storage service like Box or Dropbox

Note: Subscription fees might apply.

1. On your iPad or computer, follow the instructions from your cloud storage service to upload the files you want to share.
2. To access your shared files on iPad, go to the Files app , tap  at the top of the screen, then tap the name of the storage service below Locations.

To access the shared files on a computer, follow the service's instructions.

Keep selected files downloaded

You can keep files downloaded that you always want to be able to access on your iPad. If you make changes to these files while offline, your changes will sync with iCloud when you are back online.

1. Go to the Files app  on your iPad.
2. Locate a file you want to keep downloaded.
3. Touch and hold the file you want to keep downloaded, then tap Keep Downloaded in the menu that opens.

If Keep Downloaded doesn't appear in the menu, the file is already on your iPad.

Find My

Find people

Share your location in Find My on iPad

Before you can use the Find My app to share your location with friends, you need to set up location sharing.

Note: If you set up location sharing and others still can't see your location, make sure Location Services is on in Settings  > Privacy & Security > Location Services > Find My. Location sharing isn't available in all locations. See [Control the location information you share](#).

You can share an AirTag or other item with up to five users in addition to yourself, for a total of six users per item.

Note: Location sharing and finding people aren't available in all countries or regions.

Set up location sharing

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen, then turn on Share My Location.

The device sharing your location appears next to From.

3. If your iPad isn't currently sharing your location, you can tap Use This iPad as My Location.

Note: To share your location from another device, open Find My on the device and change your location to that device.

You can also change your location sharing settings in Settings  > [your name] > Find My.

Set a label for your location

You can set a label for your current location to make it more meaningful (like Home or Work). When you tap Me, you see the label in addition to your location.

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen, then tap Location.
3. Select a label.

To add a new label, tap Add Custom Label, enter a name, then tap Done.

Share your location with a friend

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, tap , then choose Share My Location.
3. In the To field, type the name of a friend you want to share your location with (or tap  and select a contact).
4. Tap Send and choose how long you want to share your location.

You can also [notify a friend or family member when your location changes](#).

If you're a member of a Family Sharing group, see [Share your location with family members](#).

Stop sharing your location

You can stop sharing your location with a specific friend or hide your location from everyone.

- *Stop sharing with a friend:* Tap People at the bottom-left side of the screen, then tap the name of the person you don't want to share your location with. Tap Stop Sharing My Location, then tap Stop Sharing Location.
- *Hide your location from everyone:* Tap Me at the bottom-left side of the screen, then turn off Share My Location.

Respond to a location sharing request

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen.
3. Tap Share below the name of the friend who sent the request and choose how long you want to share your location.

If you don't want to share your location, tap Cancel.

Stop receiving new location sharing requests

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom of the screen, then turn off Allow Friend Requests.

Add or remove a friend in Find My on iPad

In the Find My app, once you share your location with a friend, you can ask to see their location on a map.

Note: Location sharing and finding people aren't available in all countries or regions.

Ask to see a friend's location

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person whose location you want to see.

If you don't see a person in the list, make sure you're [sharing your location](#) with them.

3. Tap Ask To Follow Location.

After your friend receives and accepts your request, you can see their location. See [Respond to a location sharing request](#).

Note: If you see your friend's name in the People list but can't see their location on the map, ask them to make sure they're sharing their location and that Location Services is on in Settings  > Privacy & Security > Location Services > Find My.

Remove a friend

When you remove a friend, that person is removed from your People list and you are removed from theirs.

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to remove.
3. Tap Remove *[name]*, then tap Remove.

Locate a friend in Find My on iPad

When a friend [shares their location](#) with you, you can use the Find My app to locate them on a map.

Note: Location sharing and finding people aren't available in all countries or regions.



Tap a person to see contact information, get directions, and more.

Note: If you want to see how far away your friends are from you, make sure you turn on Precise Location for the Find My app. See [Control the location information you share](#).

See the location of a friend

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to locate.
 - *If your friend can be located:* They appear on a map so you can see where they are.
 - *If your friend can't be located:* You see "No location found" below their name.
 - *If you aren't following your friend:* You see "Can see your location" below their name. You can [ask to see a friend's location](#).

You can also use Siri to locate a friend who has shared their location with you.

Say something like: "Where's Gordon?" [Learn how to use Siri](#).

Contact a friend

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to contact.
3. Tap Contact and choose how you want to contact your friend. See [Add and use contact information](#).

Get directions to a friend

You can get directions to a friend's current location in the Maps app.

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to get directions to.
3. Tap Directions to open Maps.

See [Get directions in Maps](#).

Set a label for a friend's location

You can set a label for a friend's current location to make it more meaningful (like Home or Work). The label appears below your friend's name when they're at that location.

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to set a location label for.
3. Tap Edit Location Name, then select a label.

To add a new label, tap Add Custom Label, enter a name, then tap Done.

Mark a friend as a favorite

Favorite friends appear at the top of the People list and are marked by a star.

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then find the person you want to mark as a favorite.

3. Do one of the following:

- Tap the name of the person, then tap Add *[name]* to Favorites.
- Swipe left across the person's name, then tap the star.

To remove a friend from your Favorites, swipe left and tap the star, or tap the friend, then tap Remove *[name]* from Favorites.

Get notified when a friend's location changes in Find My on iPad

Use the Find My app  to get a notification when your friend's location changes. You can get notified when a friend arrives at a location, leaves a location, or isn't at a location.

Important: In order to receive a notification when your friend's location changes, make sure you allow notifications for the Find My app. See [Change notification settings](#).

You can also let friends know when your location changes. See [Notify a friend when your location changes in Find My](#).

Note: Location sharing and finding people aren't available in all countries or regions.

Get notified when your friend arrives at or leaves a location

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to be notified about.
3. Below Notifications, tap Add, then tap Notify Me.
4. Choose whether you want to be notified when a friend arrives at or leaves a location.
5. Choose a location, or tap New Location to create a new location and set a location radius.

With a larger radius, you're notified when your friend is near the location instead of right at the location.

6. Choose whether you want to be notified only once or every time.
7. Tap Add, then tap OK.

Your friend gets an alert after you set the notification.

If you set a recurring notification, your friend must approve it before it's set. They get an alert asking for approval when they arrive at or leave the location you chose for the first time.

Get notified when your friend isn't at a location

You can receive a notification if your friend or family member isn't at a specific location during a set schedule. For example, you can be notified if your child isn't at school during school hours.

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to be notified about.

3. Below Notifications, tap Add, then tap Notify Me.
4. Below When, tap *[your friend's name]* Is Not At.
5. Choose a location, or tap New Location to create a new location and set a location radius.

With a larger radius, you're notified when your friend is near the location instead of right at the location.

6. Select when you want to be notified.
 - *Time*: Select a start and end time.
 - *Days*: Select the days of the week.
7. Tap Add, then tap OK.

Your friend must approve the notification before it's set. They get an alert asking for approval on the time and day the notifications start.

Change or turn off a notification you set

1. Go to the Find My app  on your iPad.
 2. Tap People at the bottom-left side of the screen, then tap the name of the person whose notification you want to change or turn off.
- This could be a notification you receive about a friend, or a notification your friend receives about you.

3. Below Notifications, tap the notification.
4. Do either of the following:
 - *Change a notification*: Change any details, then tap Done.
 - *Turn off a notification*: Tap Delete Notification, then tap Delete Notification again.

You can create up to 25 Notify Me notifications.

Note: You can only create recurring notifications for friends who have [two-factor authentication](#) turned on.

Notify a friend when your location changes in Find My on iPad

Use the Find My app  to let a friend know when your location changes.

You can also get a notification when your friend's location changes. See [Get notified when friends change their location](#).

Note: Location sharing and finding people aren't available in all countries or regions.

Notify a friend when your location changes

1. Go to the Find My app  on your iPad.
2. Tap People at the bottom-left side of the screen, then tap the name of the person you want to notify.
3. Below Notifications, tap Add, then tap Notify *[your friend's name]*.

4. Choose whether you want to notify your friend when you arrive at or leave a location.
5. Choose a location, or tap New Location to create a new location and set a location radius.

With a larger radius, your friend is notified when you're near the location instead of right at the location.

6. Choose whether you want your friend to be notified only once or every time.
7. Tap Add.

You can stop notifying friends when your location changes at any time. See [Change or turn off a notification you set](#).

See all notifications about you

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen.

Below Notifications About You, you see a list of people who are notified when your location changes.

If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.

3. Select a name to see more details.

Turn off notifications about you

You can turn off any location notification about you. This includes notifications you set and notifications your friends create.

1. Go to the Find My app  on your iPad.
2. Tap Me at the bottom-left side of the screen.

Below Notifications About You, you see a list of people who are notified when your location changes.

If you don't see the Notifications About You section, you aren't notifying any friends when your location changes.

3. Select a name, then tap a notification.
4. Tap Delete Notification, then tap Delete Notification again.

Find devices

Add your iPad to Find My

Before you can use the Find My app  to locate a lost iPad, you need to connect the device to your [Apple Account](#).

When you add your iPad to Find My, you can also get notified if you leave it behind. See [Get notified if you leave a device behind](#).

Note: Location sharing and finding devices aren't available in all countries or regions.

Add your iPad

1. Go to Settings  > [your name] > Find My on your iPad.

If you're asked to sign in, enter your [Apple Account](#) information. If you don't have an Apple Account, tap "Don't have an Apple Account or forgot it?" then follow the instructions.

2. Tap Find My iPad, then turn on Find My iPad.

3. You can also turn on or off either of the following:

- *Find My network*: If your device is offline (not connected to Wi-Fi or cellular), Find My can locate it using the Find My network.
- *Send Last Location*: If your device's battery charge level becomes critically low, its location is sent to Apple automatically.

Your iPad also includes a feature called Activation Lock that prevents anyone else from activating and using your device, even if it's completely erased. See the Apple Support article [Activation Lock for iPhone, iPad, and iPod touch](#).

Add your Apple Pencil Pro

1. Open the Find My app  on your iPad.
2. Tap Devices, then attach Apple Pencil Pro to your iPad.
3. Tap , then tap Apple Pencil.
4. Follow the onscreen instructions.

Add another device

See any of the following:

- *iPhone*: [Add your iPhone to Find My](#) in the iPhone User Guide
- *iPod touch*: [Add your iPod touch to Find My](#) in the iPod touch User Guide
- *Mac*: [Set up Find My on Mac](#) in the Find My User Guide for Mac
- *Apple Watch*: [Set up and pair your Apple Watch with iPhone](#) in the Apple Watch User Guide
- *AirPods*: Pairing instructions for your model in the "Pair and connect" section in the [AirPods User Guide](#) and [Turn on the Find My network for AirPods \(3rd generation\), AirPods Pro, and AirPods Max](#)
- *iPhone Wallet with MagSafe and Find My support*: [Add your iPhone Wallet with MagSafe to Find My on iPhone](#)

You can also add AirTags and other items to Find My using your iPad. See any of the following:

- [Add an AirTag](#)
- [Add a third-party item](#)

Add a family member's device

You can see your family members' devices in Find My if you [set up Family Sharing first](#). Their devices appear below yours in the Devices list. See [Share locations with family and locate lost devices](#).

You can't add friends' devices to Find My. Friends who lose a device can go to [Find Devices on iCloud.com](#) and sign in to their Apple Account.

Set separation alerts in case you leave a device

Set separation alerts in case you leave a device behind in Find My on iPad

In the Find My app, you can turn on separation alerts for a device so you don't accidentally leave it behind. You can also set Trusted Locations, which are locations where you can leave your device without receiving an alert.

If you have an iPhone Wallet with MagSafe and Find My support, you can get an alert if it detaches from your iPhone.

Important: In order to receive separation alerts, make sure you allow notifications for the Find My app. See [Change notification settings](#). Location sharing and finding devices aren't available in all countries or regions.

Set up alerts for your iPhone, iPad, Mac, or AirPods

You can set up separation alerts for your iPhone, iPad, or iPod touch with iOS 15, iPadOS 15, or later; Mac with Apple silicon and macOS 12 or later; or AirPods with the Find My network turned on.

You can only set up a separation alert from the [device sharing your location](#). You receive an alert every time the device sharing your location separates from the device you set an alert for.

1. Go to the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to set up an alert for.
3. Below Notifications, tap Notify When Left Behind.
4. Turn on Notify When Left Behind, then follow the onscreen instructions.
5. If you want to add a Trusted Location, you can choose a suggested location, or tap New Location, select a location on the map, then tap Done.
6. Tap Done.

Get notified when your iPhone Wallet with MagSafe detaches from your iPhone

You can get an alert one minute after your iPhone Wallet with MagSafe and Find My support separates from your iPhone. Then you can use the Find My app to see its last known location on a map.

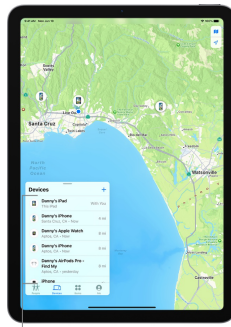
1. Go to the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of your iPhone Wallet with MagSafe.
3. Below Notifications, tap Notify When Detached.
4. Turn off or on Notify When Detached, then tap Done.

Locate a device in Find My on iPad

Use the Find My app to locate and play a sound on a missing iPhone, iPad, iPod touch, Mac, Apple Watch, AirPods, Beats headphones ([supported models](#)), or Apple Pencil Pro. In order to locate a device, you must [turn on Find My \[device\]](#) before it's lost.

Note: If you want to see how far away your devices are from you, make sure you turn on Precise Location for the Find My app. See [Control the location information you share](#). If you lose your iPad and don't have access to the Find My app, you can locate or play a sound on your device using [Find Devices on iCloud.com](#).

Note: Location sharing and finding devices aren't available in all countries or regions.



Tap a device to play a sound, get directions, and more.

About locating a device

- You can use Find My on your iPad to see the location of your device on a map. If the device is online, you see its location, and it plays a sound to help you find it. If the device is offline, you see its location, but it doesn't play a sound.
- For AirPods and [supported Beats headphones](#), you can locate them when they're near your device and connected to Bluetooth®. For [supported AirPods](#), you can also see their location via the Find My network for up to 24 hours after they last connected to your device, even if they're not nearby.
- For iPhone Wallet with MagSafe and Find My support, you can see its location when it's attached to your iPhone and its last known location if it detaches from your iPhone.

See the location of your device on a map

You can see your device's current or last known location in the Find My app.

Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to locate.

- *If the device can be located:* It appears on the map so you can see where it is.
- *If the device can't be located:* You see "No location found" below the device's name. Below Notifications, turn on Notify When Found. You receive a notification when it's located.

Important: Make sure you allow notifications for the Find My app. See [Change notification settings](#).

For troubleshooting steps, see the Apple Support article [If Find My is offline or not working](#).

Play a sound on your device

1. Go to the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to play a sound on.

3. Tap Play Sound.

- *If the device is online:* A sound starts after a short delay and gradually increases in volume, then plays for about two minutes. If applicable, a Find My [device] alert appears on the device's screen.

A confirmation email is also sent to your Apple Account email address.

- *If the device is offline:* You see Sound Pending. The sound plays the next time the device connects to a Wi-Fi or cellular network. For AirPods and Beats headphones, you receive a notification the next time your device is in range of your iPhone or iPad.

If your AirPods are separated, you have additional options to play a sound. See [Locate AirPods in Find My](#) in the AirPods User Guide.

Stop playing a sound on a device

If you find your device and want to turn off the sound before it stops automatically, do one of the following:

- *iPhone, iPad, or iPod touch:* Press the power button or a volume button, or flip the Ring/Silent switch. If the device is locked, you can also unlock it, or swipe to dismiss the Find My [device] alert. If the device is unlocked, you can also tap OK in the Find My [device] alert.
- *Apple Watch:* Tap Dismiss in the Find My Watch alert, or press the Digital Crown or side button.
- *Mac:* Click OK in the Find My Mac alert.
- *AirPods or Beats headphones:* Tap Stop in Find My.

Get directions to a device

You can get directions to a device's location in the Maps app.

1. Go to the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to get directions to.
3. Tap Directions to open Maps.

See [Get directions](#).

Locate or play a sound on a friend's device

If your friend loses a device, they can locate it or play a sound on it by going to [Find Devices on iCloud.com](#) and signing in to their Apple Account. To learn more, see [Locate a device in Find Devices on iCloud.com](#) in the iCloud User Guide.

If you set up Family Sharing, you can use Find My to [locate a family member's missing device](#).

Locate your Apple Pencil Pro

Use the Find My app on your iPad or iPhone to locate your missing Apple Pencil Pro.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom of the screen, then tap Apple Pencil Pro.

3. Follow the prompts to locate your Apple Pencil Pro.

The onscreen circle grows and the text changes from "far," to "near," to "within reach" as you get closer.

Note: Apple Pencil Pro can only be added to Find My for one Apple Account at a time.

You can also use Siri to help locate a device.

Say something like: "Play a sound on my iPhone" or "Where's my iPad?" [Learn how to use Siri.](#)

Mark a device as lost in Find My on iPad

Use the Find My app to mark a missing iPhone, iPad, iPod touch, Apple Watch, Mac, supported AirPods, or iPhone Wallet with MagSafe as lost. In order to mark a device as lost, you must [turn on Find My \[device\]](#) before it's lost.

Note: Location sharing and finding devices aren't available in all countries or regions.

What happens when you mark a device as lost?

- A confirmation email is sent to your Apple Account email address.
- You can create a message for the device that says it's lost and how to contact you.
- For an iPhone, iPad, iPod touch, Mac, or Apple Watch, your device doesn't display alerts or make noise when you receive messages or notifications, or if any alarms go off. Your device can still receive phone calls and FaceTime calls.
- For applicable devices, payment cards and other services are suspended.

Mark a device as lost

If your device is lost or stolen, you can turn on Lost Mode (for your iPhone, iPad, iPod touch, Apple Watch, supported AirPods, or iPhone Wallet with MagSafe), or lock your Mac.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the lost device.
3. Below Mark As Lost, tap Activate.
4. Follow the onscreen instructions, keeping the following in mind:
 - *Passcode:* If your iPhone, iPad, iPod touch, or Apple Watch doesn't have a passcode, you're asked to create one now. For a Mac, you must create a numerical passcode, even if you already have a password set up on your Mac. This passcode is distinct from your password and is only used when you mark your device as lost.
 - *Contact information:* For iPhone, iPad, iPod touch, Mac, or Apple Watch, the contact information and message appear on the device's Lock Screen. For AirPods or iPhone Wallet with MagSafe, the information appears when someone tries to connect with your device.

5. Tap Activate (for an iPhone, iPad, iPod touch, Apple Watch, AirPods, or iPhone Wallet with MagSafe) or Lock (for a Mac).

When the device has been marked as lost, you see Activated below the Mark As Lost section. If the device isn't connected to a network when you mark it as lost, you see Pending until the device goes online again.

See also [Mark AirPods as lost](#) in the AirPods User Guide.

Change the information for a lost device

After you mark your iPhone, iPad, iPod touch, Apple Watch, or iPhone Wallet with MagSafe as lost, you can adjust the information in the Lost Mode message.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the lost device.
3. Below Mark As Lost, tap Pending or Activated.
4. Update the information, then tap Done.

Turn off Lost Mode for an iPhone, iPad, iPod touch, Apple Watch, AirPods, or iPhone Wallet with MagSafe

When you find your lost device, you can turn off Lost Mode.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device.
3. Tap Pending or Activated below Mark As Lost, tap Turn Off Mark As Lost, then tap Turn Off.

For iPhone, iPad, iPod touch, or Apple Watch, you can also turn off Lost Mode by entering your passcode on the device. For iPhone Wallet with MagSafe, you can turn off Lost Mode by attaching the wallet to your iPhone.

Unlock a Mac

When you find your lost Mac, do one of the following:

- *Mac with Apple silicon:* Enter your Apple Account password.

See the Apple Support articles [If you forgot your Apple Account](#) and [If you forgot your Apple Account password](#).

- *Intel-based Mac:* Enter the numeric passcode on the Mac to unlock it (the one you set up when you marked your Mac as lost).

If you forget your passcode, you can recover it using [Find Devices on iCloud.com](#). For more information, see [Use Lost Mode in Find Devices on iCloud.com](#) in the iCloud User Guide.

If you lose your iPad, you can turn on Lost Mode using [Find Devices on iCloud.com](#).

Erase a device in Find My on iPad

Use the Find My app to erase an iPhone, iPad, iPod touch, Apple Watch, or Mac. In order to remotely erase a device, you must [turn on Find My \[device\]](#) *before* it's lost.

Note: Finding devices isn't available in all countries or regions.

What happens when you erase a device in Find My?

- A confirmation email is sent to your Apple Account email address.
- When you erase a device remotely using Find My, Activation Lock remains on to protect it. Your [Apple Account](#) password is required to reactivate it.
- If you erase a device that had iOS 15, iPadOS 15, or later installed, you can use Find My to locate or play a sound on the device. Otherwise, you won't be able to locate or play a sound on it. You may still be able to locate your Mac or Apple Watch if it's near a previously used Wi-Fi network.

Erase a device

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to erase.
3. Tap Erase This Device, then tap Continue.

If the device is a Mac, enter a passcode to lock it (you need to use the passcode to unlock it).

4. If the device is lost and you're asked to enter a phone number or message, you may want to indicate that the device is lost or how to contact you. The number and message appear on the device's Lock Screen.
5. Tap Erase.
6. Enter your [Apple Account](#) password, then tap Erase again.

If your device is offline, you see Erase Pending. The remote erase begins the next time it connects to a Wi-Fi or cellular network.

Cancel an erase

If you erase an offline device and find it before it comes online again, you can cancel the erase request.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device whose erase you want to cancel.
3. Tap Cancel Erase, then enter your [Apple Account](#) password.

If you lose your iPad, you can erase it using [Find Devices on iCloud.com](#).

Remove a device from Find My on iPad

You can use the Find My app to remove a device from your Devices list or turn off Activation Lock on a device you already sold or gave away. When you remove Activation Lock, someone else can activate the device and connect it to their Apple Account.

If you still have the device, you can turn off Activation Lock and remove the device from your account by turning off the Find My [device] setting on the device.

Note: Finding devices isn't available in all countries or regions.

Remove a device from your Devices list

If you're not planning on using a device, you can remove it from your Devices list. The device may need to be offline in order for you to remove it.

The device appears in your Devices list the next time it comes online if it still has Activation Lock turned on (for an iPhone, iPad, iPod touch, Mac, or Apple Watch), or is paired with your iOS or iPadOS device (for AirPods or Beats headphones).

1. Do one of the following:
 - *For an iPhone, iPad, iPod touch, Mac, or Apple Watch:* Turn off the device.
 - *For AirPods:* Put AirPods in their case and close the lid or turn the AirPods off.
 - *For Beats headphones:* Turn off the headphones.
2. Open the Find My app  on your iPad.
3. Tap Devices at the bottom-left side of the screen, then tap the name of the offline device.
4. Tap Remove This Device, then tap Remove.

Remove an iPhone Wallet with MagSafe

You can remove an iPhone Wallet with MagSafe and Find My support from your Devices list if you don't want it to appear in the Find My app. Removing it from Find My allows someone else to connect it to their Apple Account.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom of the screen, then tap the name of your iPhone Wallet with MagSafe.
3. Tap Remove This Device, then follow the onscreen instructions.

Turn off Activation Lock on a device you have

Before you sell, give away, or trade in a device, you should remove Activation Lock so the device is no longer associated with your [Apple Account](#).

See the Apple Support articles:

- [What to do before you sell, give away, or trade in your iPhone or iPad and Activation Lock for iPhone and iPad](#)
- [What to do before you sell, give away, or trade in your Mac and Activation Lock for Mac](#)
- [What to do before you sell, give away, or trade in your Apple Watch, or buy one from someone else and About Activation Lock on your Apple Watch](#)

Turn off Activation Lock on a device you no longer have

If you sold or gave away your iPhone, iPad, iPod touch, Mac, or Apple Watch and you forgot to turn off Find My [*device*], you can still remove Activation Lock using the Find My app.

1. Open the Find My app  on your iPad.
2. Tap Devices at the bottom-left side of the screen, then tap the name of the device you want to remove.

3. [Erase the device.](#)

Because the device isn't lost, don't enter a phone number or message.

If the device is offline, the remote erase begins the next time it connects to a Wi-Fi or cellular network. You receive an email when the device is erased.

4. When the device is erased, tap Remove This Device, then tap Remove.

All your content is erased, Activation Lock is turned off, and someone else can now activate the device.

You can also remove a device online using [iCloud.com](#). For instructions, see [Remove a device from Find Devices on iCloud.com](#) in the iCloud User Guide.

Find items

Add an AirTag in Find My on iPad

You can pair an AirTag with your [Apple Account](#) using your iPad. When you attach it to an everyday item, like a keychain or a backpack, you can use the Find My app to locate it if it's lost or misplaced.

You can get notified if you leave your AirTag behind. See [Set separation alerts in case you leave an AirTag or item behind](#).

You can also add supported third-party products to Find My. See [Add or update a third-party item](#).

Note: Location sharing and finding items aren't available in all countries or regions.

Add an AirTag

1. [Go to the Home Screen](#) on your iPad.
2. Remove the battery tab from the AirTag (if applicable), then hold it near your iPad.
3. Tap Connect on the screen of your iPad.
4. Choose a name from the list or choose Custom Name to type a name and select an emoji, then tap Continue.
5. Tap Continue to register the item to your Apple Account, then tap Finish.

You can also register an AirTag in the Find My app. Tap [+](#), then choose Add AirTag.

If the item is registered to someone else's Apple Account, they need to remove it before you can add it. See [Remove an AirTag or other item from Find My](#).

Change the name or emoji of an AirTag

1. Open the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the AirTag whose name or emoji you want to change.
3. Tap Rename Item.
4. Choose a name from the list or choose Custom Name to type a name and select an emoji.
5. Tap Done.

View more details about an AirTag

When you register an AirTag to your Apple Account, you can view more details about it in the Find My app.

1. Open the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the AirTag you want to see more details about.
3. Tap the name of the AirTag to see the serial number and the firmware version.

If the battery level is low, a message appears below the location of the AirTag. You can also see a low battery indicator next to the name of the AirTag in the Items list.

Share an AirTag or other item in Find My on iPad

If you want to share an item that's [paired with an AirTag](#) (or a third-party item that works with Find My), you can share it in Find My so the borrower can [see it on a map and find it](#). If it's nearby, Find My can [play a sound](#). People you're sharing items with don't receive [tracking notifications](#) when the items are moving with them.

You can share an AirTag or other item with up to five borrowers in addition to yourself, for a total of six users per item, as long as the following requirements are met:

- Two-factor authentication must be turned on for your Apple Account.
- The person you share with must have an Apple Account and be signed in to it. They must also be using iCloud. You can't share with a [child account](#).
- The owner and borrowers must have iCloud Keychain turned on.
- The owner and borrowers must be using iOS 17, iPadOS 17, macOS 14, or later.

Note: You share a third-party item the same way you share an AirTag. Location sharing and finding devices aren't available in all countries or regions.

Share an AirTag

1. Go to the Find My app  on your iPad.
2. Tap Items, tap the name of the AirTag you want to share, then tap Add Person below Share This AirTag (or Share This Item).
3. Enter the Apple Account information of the person you want to add.

To add more people, tap .
4. Tap the name of the person you want to share with, then tap their Apple Account.

Repeat steps 3 and 4 for each person you want to add.

5. When you're finished adding borrowers, tap Share in the top-right corner.

A list of everyone you invited appears on the item's main screen, along with the status of their invitations.

When someone accepts an invitation, the shared AirTag appears in Find My below Items and the recipient is notified that an item is being shared with them. If someone declines the invitation, their name is removed from the list, and you no longer see it.

Ask the owner of an AirTag to share it in Find My

If the owner of an AirTag shares it with you but doesn't do so in Find My, you'll receive an unknown AirTag notification and tracking notifications. To stop receiving tracking notifications for the AirTag, ask the owner to share it with you in Find My.

Note: You can only ask an owner to share if you're in the same Family Sharing group. See [Add a member to a Family Sharing group](#).

1. In the tracking notification you receive, tap Ask Owner to Share AirTag.
2. Tap Ask Owner.

If the owner wants to add you as a borrower, you receive an invitation to share the AirTag.

Accept or decline an invitation to share

If you're invited to share an AirTag, you receive a notification.

To see the invitation in Find My, tap Items, then do one of the following:

- *Accept the invitation:* Tap Add.

The AirTag appears in your Items list, below [Sharer]'s Items. You stop receiving tracking notifications for as long as you borrow the AirTag.

- *Decline the invitation:* Tap Don't Add.

Stop sharing an AirTag

If you're the owner of an AirTag and no longer want to share it, you can stop sharing in Find My.

1. Go to the Find My app  on your iPad.
2. tap Items, Tap the name of the item you're sharing, then tap the name of the person you're sharing it with.
3. Tap Stop Sharing, then tap Stop Sharing again.

The person you were sharing with no longer sees the AirTag's location, but may still get tracking notifications when the AirTag is moving with them.

Share location of a lost item in Find My on iPad

In the Find My app on your iPad, you can create a temporary webpage to share location of a lost AirTag or other item. For example, you can share the webpage with an airline to help them track your mishandled bag.

If you want to share an item with a contact, see [Share an AirTag](#).

Note: You can't share the location of an item if it's within proximity of the device sharing your location. Finding items and sharing item location aren't available in all countries or regions.

Create and share a webpage for location updates

1. Go to the Find My app  on your iPad.
2. Tap Items, tap the item that you want to share location updates for, then tap Share Item Location.
3. Follow the onscreen instructions to create and share a temporary webpage.

Note: To provide updated locations, at least one of your Apple devices where you're signed in to your [Apple Account](#) needs to be online.

4. Tap Done.

View and manage the shared item location

1. Go to the Find My app  on your iPad.
2. Tap Items, tap the item with the shared webpage, then tap Share Item Location.
3. Do any of the following:
 - *Copy the URL:* Tap the field at the top.
 - *View the details:* View the Visited By and Expiration rows.
 - *Share the webpage with additional people:* Tap Share Location Link, then choose a sharing option (such as AirDrop or Mail).

Stop sharing location updates

Sharing stops when you reunite with the item, after 7 days, or when you end it manually.

1. Go to the Find My app  on your iPad.
2. Tap Items, tap the item with the shared webpage, then tap Share Item Location.
3. Tap Stop Sharing Item Location.

Add or update a third-party item in Find My on iPad

You can use certain third-party products with the Find My app. You can register these products to your [Apple Account](#) using your iPad, and then use Find My to locate them if they're lost or misplaced.

You can also get notified if you leave your item behind. See [Get notified if you leave an item behind](#).

You can also add an AirTag to Find My. See [Add an AirTag](#).

Note: Finding items isn't available in all countries or regions.

Add a third-party item

1. Go to the Find My app  on your iPad.

2. Follow the manufacturer's instructions to make the item discoverable.
3. Tap **+**, then choose Add Other Item.
4. Tap Connect, type a name and select an emoji, then tap Continue.
5. Tap Continue to register the item to your Apple Account, then tap Finish.

If you have trouble adding an item, contact the manufacturer to see if Find My is supported.

If the item is registered to someone else's Apple Account, they need to remove it before you can add it. See [Remove an AirTag or other item from Find My](#).

Change an item's name or emoji

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item whose name or emoji you want to change.
3. Tap Rename Item.
4. Choose a name from the list or choose Custom Name to type a name and select an emoji.
5. Tap Done.

Keep your item up to date

Keep your item up to date so you can use all the features in Find My.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item you want to update.
3. Tap Update Available, then follow the onscreen instructions.

Note: If you don't see Update Available, your item is up to date.

While the item is updating, you can't use Find My features.

View details about an item

When you register an item to your Apple Account, you can use Find My to see more details about it, like the serial number or model. You can also see if a third-party app is available from the manufacturer.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item you want more details about.
3. Do either of the following:
 - *View details:* Tap Show Details.
 - *Get or open third-party app:* If an app is available, you see the app icon. Tap Get or  to download the app. If you've already downloaded it, tap Open to open it on your iPad.

Set separation alerts in case you leave an AirTag or item behind in Find My on iPad

In the Find My app, you can turn on separation alerts for an AirTag or other item so you don't accidentally leave it behind. You receive an alert every time the [device sharing your location](#) separates from the item.

You can also set Trusted Locations, which are locations where you can leave an item without receiving an alert.

Important: In order to receive separation alerts, make sure you allow notifications for the Find My app. See [Change the frequency of notifications](#). Location sharing and finding items aren't available in all countries or regions.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the name of the item you want to set an alert for.
3. Below Notifications, tap Notify When Left Behind.
4. Turn on Notify When Left Behind.
5. If you want to add a Trusted Location, you can choose a suggested location, or tap New Location, select a location on the map, then tap Done.
6. Tap Done.

Locate an AirTag or other item in Find My on iPad

You can use the Find My app to locate a missing AirTag or third-party item that you've registered to your Apple Account.

Learn how to register an [AirTag](#) or [third-party item](#).

Note: Location sharing and finding items aren't available in all countries or regions.

See the location of an item

Tap Items at the bottom-left side of the screen, then tap the item you want to locate.

- *If the item can be located:* It appears on the map so you can see where it is. The location and timestamp appear below the item's name. The item's location is updated when it connects to the Find My network.
- *If the item can't be located:* You see where and when it was last located. Below Notifications, turn on Notify When Found. You receive a notification once it's located again.

Important: Make sure you allow notifications for the Find My app. See [Change notification settings](#).

Play a sound

If the item is nearby, you can play a sound on it to help you find it.

Note: If you can't play a sound on an item, you won't see the Play Sound button.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item you want to play a sound on.
3. Tap Play Sound.

To stop playing the sound before it ends automatically, tap Stop Sound.

Get directions to an item

You can get directions to an item's current or last known location in the Maps app.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item you want to get directions to.
3. Tap Directions to open Maps.

See [Get directions](#).

Mark an AirTag or other item as lost in Find My on iPad

If you lose an AirTag or third-party item registered to your Apple Account, you can use the Find My app to mark it as lost and show your contact information along with a message.

Learn how to register an [AirTag](#) or [third-party item](#).

Note: Finding items isn't available in all countries or regions.

What happens when you mark an item as lost?

- You can add a message saying that the item is lost and include your phone number or email address.
- If someone else finds your item, they can use a supported device to see a website with the Lost Mode message.

Turn on Show Contact Info for a lost item

To Turn on Show Contact Info for a lost item, do the following:

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the name of the lost item.
3. Below Lost AirTag, tap Show Contact Info.
4. Follow the onscreen instructions to enter a phone number where you can be reached. To enter an email address instead, tap "Use an email address."

Important: Make sure you allow notifications for the Find My app. See [Change notification settings](#).

5. Tap Done.

Change the contact information in the Lost Mode message

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the name of the lost item.
3. Below Lost AirTag, tap Show Contact Info.
4. Edit the phone number or message, then tap Done.

Turn off Show Contact Info for a lost item

When you find your lost item, turn off Show Contact Info.

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the name of the item.
3. Below Lost AirTag, tap Show Contact Info.
4. Tap Stop Showing Information.

Remove an AirTag, Apple Pencil Pro, or other item from Find My on iPad

You can use the Find My app to remove an AirTag, Apple Pencil Pro, or third-party item from your Apple Account so someone else can register it.

Learn how to register an [AirTag](#), [Apple Pencil Pro](#), or [third-party item](#).

Note: Finding items isn't available in all countries or regions.

Remove an AirTag or other item

1. Go to the Find My app  on your iPad.
2. Tap Items at the bottom-left side of the screen, then tap the item you want to remove.
3. Bring the item near your iPad.

If the item isn't near your device, you can still remove it from your account. However, the item must be reset before anyone can register it to their Apple Account.

4. Tap Remove Item, then follow the onscreen instructions.

Remove Apple Pencil Pro

1. Go to the Find My app  on your iPad.
2. Tap Devices at the bottom of the screen, then tap the Apple Pencil Pro you want to remove.
3. Scroll down and tap Remove This Device.

Removing Apple Pencil Pro removes Find My Lock, allowing another Apple Account to add Apple Pencil Pro to Find My on their iPad.

Note: Follow the manufacturer's instructions to reset an item. For an AirTag, see the Apple Support article [How to reset your AirTag](#).

Adjust map settings in Find My on iPad

You can change the map view or distance units that appear in the Find My app.

Change the map view

The button at the top right of the map indicates if the current map is for exploring  or viewing from a satellite .

1. Go to the Find My app  on your iPad.

2. To choose a different map, tap the button at the top right, then choose another map type.

You can also tap  to further customize the map.

3. Tap .

You can also tap 2D or 3D at the top right to change the view (not available in all locations).

Tip: If you don't see 2D or 3D, zoom in. You can also swipe up with two fingers to see the 3D view.

For information about how to interact with maps, see [View maps](#).

Change distance units

You can change the default distance units in Settings . See [Change the language and region](#).

Turn off Find My on iPad

You can turn off Find My on your iPad if you no longer want to share your location or view the location of your friends, devices, and items.

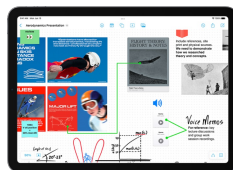
1. Go to Settings  > [your name] > Find My on your iPad.
2. Tap Find My iPad, then tap to turn it off.
3. Enter your Apple Account password, then tap Turn Off.

Freeform

Get started with Freeform on iPad

The Freeform app gives you a boundless canvas for creativity. Bring everything together, including photos, drawings, links, and files. And invite others to work with you.

Gather ideas freely



You can put just about any kind of file in a Freeform board—an online whiteboard—without worrying about layouts or page sizes. To create a board, tap [+](#).

Collaborate with others



Tap  to invite people to start working together in real time on a board. You can add sticky notes  to conduct a brainstorming session or provide feedback.

Get creative with the drawing tools



Tap  (or just use your Apple Pencil) to start drawing. Adjust the line's thickness, transparency, color, and more, and pinch to zoom in and out as you work.

Start on your iPad, keep working on your iPhone or Mac



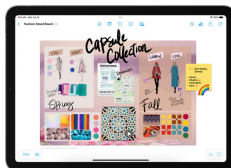
The Freeform boards you store in iCloud—and any changes you make to them—stay up to date on all your Apple devices when you're signed in to the same Apple Account. To use iCloud with Freeform, go to Settings  > [your name] > iCloud > See All (in the Saved to iCloud section), then turn on Freeform.

Want to learn more?

- [Create a Freeform board](#)
- [Draw or handwritten on a Freeform board](#)
- [Add shapes, lines, arrows, and diagrams to a Freeform board](#)
- [Share Freeform boards and collaborate](#)
- [iCloud User Guide: Set up iCloud for Freeform on all your devices](#)

Create a Freeform board on iPad

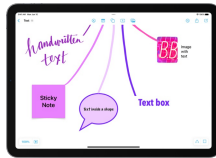
You can use the Freeform app to create boards for brainstorming and collaborating. For example, propose a trip with friends and let everyone take part in the planning. You can add text, sticky notes, photos, videos, and other types of files. The canvas expands as you add content, so you're never constrained by space limits or page formatting.



Create a new board

1. Go to the Freeform app  on your iPad.
2. Tap .

3. Tap one of the options at the top of the screen, such as a sticky note  or text box , to start building your board.



4. Move around your board by dragging your finger, and zoom in or out by pinching open or closed.

Tip: To magnify more precisely, tap the current percentage in the bottom-left corner.

5. Your board is saved automatically as you work. To name it, tap Untitled in the top left, then tap Rename.

If you're in [Split View](#), tap , then tap Rename.

To learn how to align items or move something to the background, see [Position items on a Freeform board](#).

Create a board from another app

You can start a new Freeform board using content from another supported app, such as Notes, Maps, Safari, Files, Photos, and more.

1. On your iPad, go to the app whose content you want to use on a new Freeform board.
2. Open the item you want to place on the Freeform board (for example, a note, map, webpage, PDF, or screenshot).

To share just one part of a file to a board (rather than the entire webpage or note), select the item. If your selection includes text, only the text is shared.

3. Tap Share or , then tap the Freeform app icon .
4. Tap New Board or the name of an existing board.

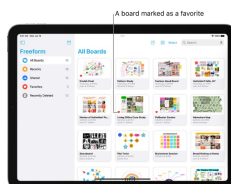
Either a link or the item appears in the board.

Open a board

1. Go to the Freeform app  on your iPad.
2. Tap a category in the sidebar, then tap the board you want to open, or do one of the following:

- *If you don't see the sidebar:* Tap .
- *If you're in a board:* Tap  in the upper-left corner.

Note: Any collaborations you get invited to in the Messages app appear in an Invitations section on the Shared Boards screen until you accept them.



Duplicate a board

When you want to copy an existing Freeform board, do one of the following:

- *While browsing All Boards:* Tap Select in the top-right corner of the screen. Tap the boards you want to copy (a checkmark appears as you select each one), then tap Duplicate.

Or touch and hold the thumbnail or name of the board, then tap Duplicate.

- *If you're in a board:* Tap , then tap Duplicate.

If you're in [Split View](#), tap , then tap Duplicate.

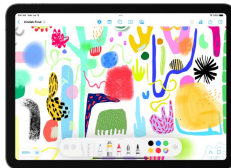
Note: If you duplicate a shared board, the copy isn't shared.

Add a board to Favorites

1. Go to the Freeform app on your iPad.
2. Do one of the following:
 - *While browsing All Boards:* Touch and hold the thumbnail or name of the board, then tap Favorite .
 - *If you're in a board:* Tap , then tap Favorite .

Draw or handwrite on a Freeform board on iPad

You can sketch or jot a handwritten note with Apple Pencil (see [compatibility](#)) or your finger. You can edit and work with handwritten text just as you do with typed text.



Draw or handwrite

1. Go to the Freeform app on your iPad.
2. Open a board, or tap to start a new one.
3. Tap , then draw with your finger or Apple Pencil.

If you're using Apple Pencil and want to be able to switch to draw with your finger, tap in the drawing tools, then turn on Draw with Finger.

Tip: Hold your finger or Apple Pencil still for a moment when you finish the drawing to smooth or straighten its shape.

4. Tap a tool to switch to it. (Swipe to see other tools, such as Fill, Crayon, Fountain Pen, or Watercolor Brush.)



Tap any tool a second time to change its qualities, like the thickness or opacity of a stroke.

To fill a closed shape with color, use the Fill tool (the paint tube).

To draw a straight line, tap the Ruler tool. (You can rotate it by placing two fingers on it and turning your hand.)

Scribble  (next to the pen) transforms your handwriting to typed text as you write with Apple Pencil. To learn more about writing on boards with Apple Pencil, see [Enter text with Scribble](#).

Note: By default, Apple Pencil works as a drawing and writing tool in Freeform. You can [change this setting](#) if you also want to use Apple Pencil to select and scroll.

If you have an [iPad that supports Apple Intelligence](#) and Apple Intelligence is turned on, you can use Image Playground to create one-of-a-kind images in Freeform. See [Create original images with Image Playground](#).

Select and edit parts of a drawing

When you draw in the Freeform app , your strokes are grouped. If you want to break a drawing apart, you can separate your strokes and merge them. You can also delete, resize, or straighten parts of a drawing.

1. After you draw or write on your Freeform board with the drawing tools, tap  (between the Eraser and Ruler) in the drawing tools.
2. Tap or circle the part of the drawing you want to select, then choose an option.

Tip: Choose Snap to Shape to smooth or straighten hand-drawn lines.

You can also tap to select an entire drawing or other item when you're not using the drawing tools. Tap an item to select it, tap  in the formatting tools, then tap Cut, Copy, or Duplicate.

Work with handwritten text

When you write by hand in the Freeform app , your handwriting is recognized as words. You can search text you handwrite in the same way you search typed text. You can also select it, copy and paste it as text, straighten it, or translate it. When you write something like a phone number or an address, you can tap it to open related apps like Phone or Maps.

1. After you draw or write on your Freeform board with the drawing tools, tap  (between the Eraser and Ruler) in the drawing tools.
2. Tap or circle the words you want to select, then choose an option from the menu that appears. (Tap  to see other options.)

Tip: Choose Straighten to align the baseline of your letters with the grid, or choose Copy as Text to add the text to your clipboard—as if you'd typed it.

3. Do any of the following:

- *Open a menu or another related app:* Tap a handwritten link, address, phone number, or date.
- *Drag and drop:* Touch and hold the text.
- *Smart select:* Double-tap the text.
- *Edit the text in your own handwriting:* Move the cursor to a point in your handwritten text, and type. Your words appear in a style of writing that looks like your own.

Solve handwritten math problems on a Freeform board on iPad

You can solve handwritten math problems on a Freeform board.

Note: To see results for handwritten math problems, you must be using iOS 18, iPadOS 18, or later.

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Tap , tap Math Results, then choose how you want your iPad to respond to the math problems you enter:
 - *If you want it to solve them:* Choose Insert Results. (The answer appears in writing that matches your own.)
 - *If you want suggestions to appear:* Choose Suggest Results. (A Solve button appears that, when tapped, adds the answer in writing that matches your own.)
4. Tap , then start writing a math equation.
5. Write an equal sign or draw a horizontal line below a stack of numbers, then do one of the following:
 - *In Insert Results mode:* Tap the answer to open the equation. You can tap  to delete the answer. Tap to show the hint again, or draw the equal sign again.
 - *In Suggest Results mode:* Tap Solve to add the answer in writing that matches your own.

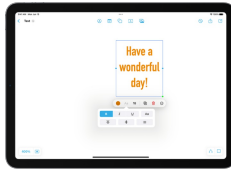
You can decide which mode you want, or turn off math hints. See [Get math hints](#).

You can also type equations to be solved in any [text in sticky notes, shapes, and text boxes](#) and in the [Notes](#) app.

You can also use variables, edit equations, and update results as you can in the Calculator app. See [Solve math with Math Notes](#).

Add text in sticky notes, shapes, and text boxes on a Freeform board on iPad

You can add text to a Freeform board using a sticky note or text box, or you can add text within a shape.



1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Tap , , or .
4. Double-tap the sticky note, shape, or text box, then enter text. (If you have a keyboard connected, you can start typing as soon as the item appears.)
5. To change the font, alignment, and more, double-tap to show the object's formatting tools, then tap **Aa**.

Add shapes, lines, and arrows to a Freeform board on iPad

You can add shapes, lines, and arrows to a Freeform board.

Add and format shapes, lines, and arrows

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Tap , and tap a shape, line, or arrow to add it to the board.
4. Tap to select the shape or line and show its formatting tools, then do any of the following:

- *Change the fill color:* Tap .
- *Change the line style:* Tap , then choose the stroke color and weight you want for a shape or line.

Tap  to turn lines into arrows or to add other styles of endings.

If you've selected a connection line, tap  to change its style to straight, corner, or curved.

- *Change the type of shape:* Tap , tap Change Shape, then choose another shape.

You can also add shapes and lines to your board by drawing them and then smoothing or straightening the strokes. See [Draw or handwrite on a Freeform board](#).

Note: The color of a button may change to reflect its current state.

Split or combine shapes

When you add multipart shapes to a Freeform board, you can divide them into their parts and then edit each part individually. For example, you can divide the map of the United States (in the Places category) and change the color of each state. You can also subtract shapes from other shapes, remove the overlapping area between two shapes, or create a new shape by combining one shape with another.

After you've added shapes to your Freeform board, do one of the following:

- *Split a multipart shape apart:* Tap , then tap Break Apart.

- **Combine shapes:** [Select multiple items](#), tap , then below Combine Shapes tap an option to unite, intersect, subtract, or exclude.

Change size, width, or length

After you add a shape or line to a Freeform board, you can change its dimensions or change how lines connect.

Tap to select a shape or line, then drag a dot.

- **Shapes:** Drag a blue dot to change the size or proportions of the shape. Drag any green dot to change aspects particular to that shape, such as its number of sides.
- **Connection lines:** Drag a blue dot to change an endpoint. Drag the green dot to adjust the curve. If it's part of a diagram, see [Add diagrams](#).



Add diagrams to a Freeform board on iPad

You can add diagrams to a Freeform board.

Create a diagram

You can easily create a connected diagram, such as a flowchart, by using connectors and the shape picker in Freeform.

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Do one of the following:
 - *In full-screen view:* Tap the  in the lower-right corner.
 - *In Split View:* Tap  in the toolbar, then tap Show Connectors.



4. Begin your diagram by tapping , , , or  and adding an item.
5. Drag a connector arrow to where you want the next part of your diagram. When you let go, a small menu of shapes opens. Tap to select the next shape you want to add.

(Tap  to browse other shapes.)



You don't see connector arrows when you select a line or multiple items.

Tip: You can quickly add equally spaced, aligned shapes with connectors. Tap to select a shape, then touch and hold a connector arrow. As you hold, a preview of the shape and line appears. When you let go, the shape and line are added to the board.

Connect two items with a line

After you add two items to a Freeform board, you can add a line between them.

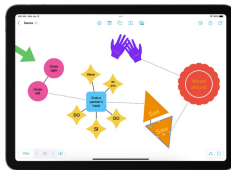
1. Select two items on your board.
2. Do one of the following:
 - Tap , then tap Add Connection Line.
 - Tap , then tap .

Change connection points

After you add a connection line to diagram on a Freeform board, you can change how it connects.

1. Tap to select a connection line, then drag one of its endpoints (the blue dots).
2. Attach the endpoint to another item on the board at a new connection point.

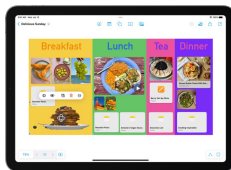
You can attach a line to an item or (for some object types) near it. A filled circle appears when a connection is possible.



Add photos, videos, stickers, scans, links, and other files to a Freeform board on iPad

You can add any photo or video to a Freeform board, or take a new one with your iPad camera. You can also add any kind of file to your board by scanning, linking, or inserting it.

If you have an [iPad that supports Apple Intelligence](#) and Apple Intelligence is turned on, you can use Image Playground to create one-of-a-kind images in Freeform. See [Create original images with Image Playground](#).



Add a photo, video, sticker, link, or other file

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.

3. Do one of the following:

- Copy the item to your Clipboard, tap an empty space, then, when a menu appears, tap Paste.
- Tap , then choose, for example, Stickers.
- While using [Split View](#) or [Slide Over](#), touch and hold a photo or video, then drag it to your Freeform board.
- Copy the item to your Clipboard, tap an empty space on your Freeform board, then, when a menu appears, tap Paste.

Note: You can insert files saved on your iPad or in iCloud Drive. For most file types, Freeform makes a copy of the inserted file. When you add a link to a collaborative [Keynote presentation](#), [Numbers spreadsheet](#), or [Pages document](#), participants in your Freeform board can tap the card to move to the shared file in iCloud. (If you want others to be able to collaborate on the file, you must save it in iCloud.)

Double-tap any media item—photo, video, scan, or other file—to preview it.

Scan and add a document

You can scan a paper document and add it to your board as a PDF without leaving Freeform.

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. Tap , then tap Scan.
4. Position the document so that it appears on the screen, then tap  or press a volume button.
5. Drag the corners to select the area you want in the scanned document, then tap Keep Scan.
6. Scan additional pages, then tap Save when you're done.

A card with an image of the first page of your scan appears on your board.

Tip: To save your scan to iCloud Drive or on your iPad, select the card, tap , tap , then tap Save to Files.

Format a photo or video

After you add photos or videos to a Freeform board, you can crop them, mask them, or change their formatting. Do any of the following:

- *Crop or mask the photo:* Tap .
- *Remove the photo's background:* Tap , then tap Remove Background. If the background of the photo can't be made transparent, Remove Background isn't available.

Tip: You can also paste an image without a background. See [Lift a subject from the photo background](#).

- *Add a shadow, round the corners, add a description, and more:* Tap , then choose an option.
- *Replace the photo or video:* Select the photo or video, tap  or , tap Replace, then select a replacement.
- *Preview the photo or video:* Tap , or double-tap the photo or video.

To preview a movie in full screen, double-tap it.

Put an image inside a shape

You can use a shape as a mask or frame for an image. For example, you can put your photo inside a circle.

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. [Add a photo](#) or other image to the board.
4. Tap , then choose a shape.
5. Position the shape over the image, then select both it and the image. (See [Select, align, and group multiple items on a board.](#))
6. Tap , then tap Mask with Shape.

Or drag an image onto a shape to use it as a frame.

To remove it from the shape, select the masked image, tap , then tap Reset Mask.

Tip: To add a photo, video, file, or link to a Freeform board from supported apps (such as Notes, Photos, Safari, and more), select it and tap  in the other app, tap the Freeform app icon, then tap New Board or the name of an existing board.

Apply consistent styles and formatting in Freeform on iPad

When you want the text in your sticky notes, shapes, or text boxes to have a consistent look in Freeform—for example, font, size, and color—you can copy the style from one item and paste it in another. You can also save styles.

1. Go to the Freeform app  on your iPad.
2. Tap an item on a board and make any adjustments to the formatting—so it has the style you want to copy.
3. When you have an item that's formatted in a style you like, tap it to show its formatting tools.
4. Tap , tap Style, then tap Copy Style.
5. Tap to select and show the formatting tools for an item whose style you want to change.
6. Tap , tap Style, then tap Paste Style.

Depending on the item you're pasting a style into, fonts, line weight, or color are matched.

For linked or placed files, pasted styles update corners and shadows.

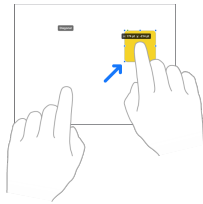
Tip: If you like the style of an item, you can save its style. Then, every time you add another item like that to your board, it uses that saved style. Tap , tap Style, then choose Save as Insert Style.

Position items on a Freeform board on iPad

You can move, rotate, or resize items on your Freeform board. You can align, distribute, or group them, and move them to the background or foreground. You can turn on a grid or guides to help you position items, and lock items when you want to prevent any further changes.

Move, rotate, or resize an item

1. Go to the Freeform app  on your iPad.
2. Select an item you want to position by tapping it, then do any of the following:
 - *Reposition it:* Drag from the center of the item.
 - *Move it in a straight line:* To constrain an item's movement horizontally, vertically, or diagonally, drag the item with one finger while you use another finger to touch and hold anywhere on the board.



- *Rotate it:* Place two fingers on the item, then turn your hand in the direction you want to rotate it.



- *Put it in the background or foreground:* Tap , then tap Back or Front.
- *Resize it:* Drag a blue dot.

In text boxes, drag a green dot to resize both the box and the text within it.

- *Match its size to another item:* Start resizing, then use a second finger to touch and hold the item whose size you want to match. When the words Match Size appear, lift both your fingers at the same time.



Select, align, and group multiple items on a board

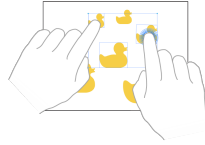
After you add items to a Freeform board, you can select and align multiple items relative to one another. You can also group several items to more easily move, rotate, or resize them as a single unit.



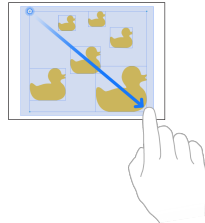
1. Go to the Freeform app  on your iPad.

2. [Open a board](#), then select multiple items by doing one of the following:

- Touch and hold an item on your board, then, with another finger, tap other items.



- Touch and hold the canvas, then drag the box that appears around the items you want to select.



- Tap an empty space on the canvas, then tap **Select Objects**. Tap each item you want to select. Tap the item again if you want to deselect it.

3. Move, rotate, or resize the selected items, or tap , then tap an alignment option or **Group**.

Some items—such as 3D objects—can't be grouped.

Select items and scroll with Apple Pencil

By default, Apple Pencil works as a drawing and writing tool in Freeform. You can change this setting if you also want to be able to use Apple Pencil to select items and scroll.

1. Go to Settings  > Apps > Freeform.
2. Below Apple Pencil, turn on **Select and Scroll** (green is on).

After you change this setting, tap  in the toolbar to draw. Tap the button again to use Pencil to select and scroll.

Lock an item on a board

After you add an item to a Freeform board, you can lock it so you don't inadvertently move, modify, or delete it. For example, you might lock one or more text boxes to serve as headings. (This could help set off areas on a board where participants can share items.)

1. Go to the Freeform app  on your iPad.
2. Tap a drawing, shape, text box, or other item on your board.
3. Tap , then tap **Lock**.

Tip: When you want to define a workspace for your participants (rather than having a wide open canvas), try adding a [large rectangle shape](#). Select the shape, tap , tap **Back**, then lock it.

Navigate and present scenes in your Freeform boards on iPad

You can save scenes—saved views of your board—to organize your boards into sections, then quickly navigate and present those parts of your board to others. Scenes let you identify and label content so you can present your board, section by section, and rearrange the order in which you present your board. You can also use scenes to identify the parts of your board you want to print or export as a PDF.



Save scenes

1. Go to the Freeform app  on your iPad.
2. [Open a board](#) with content.
3. Zoom and scroll until you frame the part of your board you want on the screen for your first scene.
4. Tap .

The Scene Navigator opens at the bottom-left of your board.

5. Tap , then tap Add Scene.
6. Repeat these steps until you capture all the scenes you want: Frame your next scene, tap , then tap Add Scene.

Tip: Don't worry about saving scenes in order. You can edit their sequence after you capture them.

Navigate scenes

1. Go to the Freeform app  on your iPad.
2. [Open a board](#) with saved scenes.
3. Tap , then do any of the following:
 - Tap , then tap the scene you want to go to.
 - Tap  and  to move between scenes.

Note: What you (and others) see may depend on what device is being used to view the board and how it is positioned. For example, for iPhone and iPad, portrait or landscape mode may affect how the scene is framed.

Edit scenes

1. Go to the Freeform app  on your iPad.
2. [Open a board](#) with saved scenes.
3. Tap , then tap .
4. Tap Edit, then do any of the following:
 - *Change the name of a scene:* Enter a new name, then tap Done.
 - *Reframe a scene:* Touch and hold the scene's name, then tap Replace Scene.
 - *Rearrange the view order:* Tap Edit, tap , then drag the scene up or down.
 - *Delete a scene:* Tap , then tap Delete.

5. Tap Done.

Print or export all scenes

1. Go to the Freeform app  on your iPad.
2. [Open a board](#) with saved scenes.
3. Tap , then do one of the following:
 - Tap Print, tap Scenes, then tap Print.
 - Tap Export as PDF, tap Scenes, then choose how you want to share it or tap Save to Files.

Tip: Printed and exported scenes default to the size of the device you're on. To print as the scenes were originally framed, tap Freeform Options, then select Capturing Device.

Print or export one scene

1. Go to the Freeform app  on your iPad.
2. [Open a board](#) with saved scenes.
3. Tap , then tap .
4. Touch and hold a scene name, then do one of the following:
 - Tap Print Scene, then tap Print.
 - Tap Export Scene as PDF, tap Export, then choose how you want to share it, or tap Save to Files.

Tip: If you're already in the Scene Navigator, you can tap  next to any scene you want to print or export.

All collaborators can access any scenes saved in a board.

Send a copy or PDF of a Freeform board on iPad

You can send a link to a copy of a Freeform board, so others can download the copy and add it to their boards—if you are [signed in to your Apple Account](#). You can also export your Freeform board as a PDF to send a copy of it to others.

Send a copy of a board

Send a copy of your board to anyone with just a link. They can take the copy of the board and make it their own. You must be online and signed in to iCloud to send a copy of the board.

1. Go to the Freeform app  on your iPad.
2. Do one of the following:
 - *While browsing All Boards:* Touch and hold the board you want to share, then tap Share.
 - *From inside a board:* Tap .

3. Tap the pop-up menu under the board name, choose Send Copy, then tap one of the following:

- *Copy iCloud Link*: The link is copied to your clipboard. You can then paste it anywhere you like.
- *Any contact or app icon*: Follow the onscreen instructions.

You can send this link to as many recipients as you like. Anyone with the link can download the copy within 30 days. When browsing for the board, recipients can find it in All Boards, not the Shared section. (Shared is only for boards you're collaborating on.)

If you'd like to share your board collaboratively—so you can all see one another's updates— see [Share Freeform boards and collaborate](#).

Each new link sends a copy of the board at the time you created the link. When you send someone a copy, the link opens a new board. Changes on your board don't appear on their board, and anything others change doesn't affect yours.

Note: Sending a copy doesn't change who has access to the original board. See [Manage sharing settings](#) to change access to a board.

Send a PDF of a board

1. Go to the Freeform app  on your iPad.
2. Open a board, or tap  to start a new one.
3. In the board you want to send, tap , tap Export as PDF.

If you saved scenes in your board, choose to export one of the following:

- *The entire board as a single page*: Tap Board.
- *One scene per page*: Tap Scenes.

4. Choose how you want to send the board, such as in Messages or Mail, then follow the onscreen instructions.

People and groups you've recently communicated with appear as icons. Tap one to send the board to them.

You can also export a board as a PDF while browsing All Boards. Touch and hold the thumbnail or name of the board, tap Share, then tap Export as PDF.

Tip: To send a PNG of your board, [take a screenshot](#), then [share](#) it from the Photos app. You can also select and copy items you want to share and then paste them into other apps (Mail or Files, for example) as a PNG.

Print a Freeform board on iPad

You can print a Freeform board.

1. Go to the Freeform app  on your iPad.
2. Open the board you want to print, tap , then tap Print.

If you saved scenes in your board, choose to print one of the following:

- *The entire board as a single page*: Tap Board.
- *One scene per page*: Tap Scenes.

Share Freeform boards and collaborate on

iPad

You can invite people to collaborate on a Freeform board in iCloud, and everyone will see the latest changes when they're online and [signed in to their Apple Account](#). To make sure the board is accessible to all, you can add descriptions for visual items.



Invite others to collaborate on a board

When you collaborate with others on a shared Freeform board, you can see edits as others make them. Changes are saved in iCloud, so everyone with access to the board sees the latest version whenever they open it.

Note: Boards are stored only in the iCloud account of the owner. The iCloud storage of participants isn't affected by items in a board.

1. Go to the Freeform app  on your iPad.
2. Do one of the following:
 - *While browsing All Boards:* Touch and hold the board you want to share, then tap Share.
 - *From inside a board:* Open the board you want to share (or tap  to start a new one), then tap .
3. The current sharing setting is described below the name of the board, such as "Only invited people can edit." Tap the setting to change it. See [Manage sharing settings](#).

Note: If you want to be the only one who can invite others, select "Only invited people" and turn off "Allow others to invite" (green is on).

4. Choose how you want to share the board—such as in Messages or Mail—or tap the icon of anyone you've communicated with recently to share with them.

You can add people after you've started sharing a board. Tap , tap Manage Shared Board, then tap Share With More People. Depending on the settings of others in Messages,  may change appearance.

Note: To edit or view the board, everyone you share with must be [signed in to their Apple Account](#) with iOS 16.2, iPadOS 16.2, macOS 13.1, or later. To collaborate using Messages, you and anyone you invite must also [turn on iMessage](#).

View others in a board

You can see where others are working on your board in real time or follow along while another participant moves in a board. For example, if you're following someone who's presenting their design proposal on a Freeform board, you can see where they are on the board and what they see.



1. Go to the Freeform app  on your iPad.
2. Open the shared board where you want to see others at work, then tap .
3. Turn on Participant Cursors if the setting is off.
4. Do any of the following:

- *Jump to where they're working:* Tap the name of a participant.

The color next to the participant's name matches the color marking their place on the board.

- *Follow their board view as they work or present:* Tap  next to the name of a participant, then tap Follow Along. Or you can just tap the person's avatar wherever they are on the board, then tap Follow.

Anything you'd selected before entering the mode is deselected. A border (with a color matching the cursor of the person you're following) frames what they see on the board.

Both you and the presenter you're following need to be online.



When you're following along, you can't select anything on the board, and the zoom level is based on the other person's view.

To stop following along, tap Stop in the top-right corner—or just scroll, zoom, or edit.

Note: Others working with you on the board can only undo and redo their own changes while the board is open. Use  to move through the changes you made on your own iPad. To redo a change after you undo it, touch and hold , then tap Redo.

Add accessibility descriptions

You can add a description of your visual content to any item on your board. That way, people who use assistive technology such as [VoiceOver](#) can hear the visual content described aloud. (Descriptions aren't visible on the board itself.)

1. Go to the Freeform app  on your iPad.
2. Open the board where you want to add accessibility descriptions.
3. Select the item you want to describe, tap , then tap Description.
4. Enter a description of the visual content, then tap Done.
5. To hear the description, [turn on VoiceOver](#), then tap the item.

Stop sharing or collaborating

1. Go to the Freeform app  on your iPad.
2. Open the board you want to stop sharing or collaborating on.
3. Tap , then tap Manage Shared Board.