1. Go to the Home Screen, then touch and hold the Home Screen wallpaper until the app icons begin to jiggle.

2. Tap the dots at the bottom of the screen.

   Thumbnail images of your Home Screen pages appear with checkmarks below them.

3. To move each Home Screen page, touch and hold it, then drag it to a new position.

4. Tap Done.

Change where new apps get downloaded

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

1. Go to Settings ⊚ > Home Screen & App Library.

2. Choose Add to Home Screen or App Library only.

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

Move an app from App Library to the Home Screen

If you moved an app from the Home Screen to App Library, you can easily move it back to the Home Screen.

1. Go to App Library.

2. Touch and hold the app until the app icons begin to jiggle and the app moves to the Home Screen, then lift your finger.

Switch between apps on iPad

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

Open an app from the Dock

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

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

Use the App Switcher

1. To see all your open apps, Split View workspaces, and Slide Over windows in the App Switcher, do one of the following:

   - *On all iPad models:* Swipe up from the bottom of the screen, pause in the center of the screen, then lift your finger.

   - *On an iPad with a Home button:* Double-click the Home button.

2. To browse the open apps, swipe right, then tap the app or Split View workspace you want to use.

   You can view the Slide Over windows by swiping left, and switch between them by tapping them. See Switch between apps in Slide Over.

Switch between open apps

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

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

- Swipe left or right with four or five fingers.

Zoom an app to fill the screen on iPad

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

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

Quit and reopen an app on iPad

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

1. To quit an app, open the App Switcher, then swipe up on the app.

2. To reopen the app, go to the Home Screen (or App Library), then tap the app.

If quitting and reopening the app doesn't solve your problem, try restarting iPad.

Move and copy items with drag and drop on iPad

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

Move an item

1. Locate the item you want to move.

2. Touch and hold the item until it lifts up (if it's text, select it first).

3. Drag it to another location within the app.

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

Copy an item between open apps

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

2. Drag it to the other app.

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

   Tip: If you want to drag the item to a new note or email, open the new note or email first so you can drag the item directly to it.
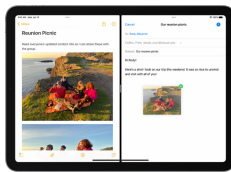
Drag a link to a Split View or Slide Over window

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

- *Replace a Split View or Slide Over window with the link's destination:* Drag the link to the window.

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

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

1. Locate the item you want to copy (if it's text, select it).

2. Touch and hold the item until it lifts up.

3. While continuing to hold the item, use another finger to swipe up from the bottom edge of the screen, then either pause to reveal the Dock or press the Home button (on an iPad with a Home button).

4. Drag the item over the other app to open it (a ghost image of the item appears under your finger as you drag).

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

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

Select multiple items to move

1. Locate and select the items you want to move.

2. Touch and hold the first selected item, drag it slightly, and continue holding it.

3. While still holding the first item, tap additional items with another finger. A badge indicates the number of selected items.

4. Drag all of the items together.

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

# Use multiple apps simultaneously

Open two apps in Split View on iPad

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

Turn on Split View & Slide Over

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

1. Go to Settings ⚙, then tap Multitasking & Gestures.

2. Below Multitasking, turn on Split View & Slide Over.

Open a second app in Split View

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

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

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

   The two apps appear in Split View.
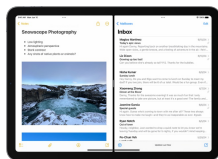
Replace an app in Split View

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

1. Open two apps in Split View.

2. At the top of the app you want to replace, swipe down from ⋯ (the three dots at the top of the app).

   The app you want to replace drops down, and the other app moves to the side to reveal your Home Screen and Dock.

3. Find the replacement app on your Home Screen or in the Dock, then tap it.

   The two apps appear side by side in Split View.

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

Turn Split View into Slide Over

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

1. Open two apps in Split View.

2. Tap ⋯ at the top of the window you want to turn into a Slide Over window, then tap ⬜.

See Open an app in Slide Over. On supported models, you can use Split View and Slide Over simultaneously.

Return to full screen

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

- Drag the center divider to the left or right edge of the screen.

- Tap ⋯ at the top of the app you want to appear in full screen, then tap ⬛.

- Touch and hold ⋯ at the top of the app you want to appear in full screen. Keeping its top edge at the top of the screen, drag it to the center of the screen until its name and icon appears, then lift your finger.

Switch an app window to a Slide Over window on iPad

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

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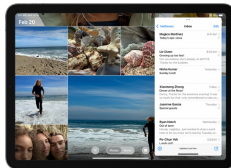
Open an app in Slide Over

1. While using an app, tap ⋯ at the top of the screen, then tap ⬜.

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

2. Find and open the app you want to appear behind the Slide Over window.

   The second app opens, and the first app appears in a Slide Over window in front of it.

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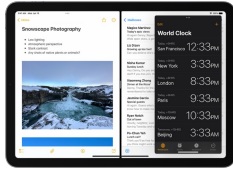
Switch between apps in Slide Over

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

1. Swipe halfway up the screen from the bottom of the Slide Over window, pause, then lift your finger.

   All the Slide Over windows appear.

2. Tap the app you want to view, if it's visible.

   If you don't see it, swipe left and right through the apps.

You can also use the App Switcher to switch between apps in Slide Over. See Use the App Switcher.

Move the Slide Over window

1. Open an app in Slide Over.

2. Do one of the following:

   - *Move the Slide Over window to the other side of the screen:* Drag from ⋯ at the top of the Slide Over window.

   - *Temporarily hide the Slide Over window:* Swipe all the way up from the bottom of the Slide Over window, swipe ⋯, or drag either side of the window to the left edge of the screen. The Slide Over window disappears and a tab appears to indicate the Slide Over window is still available.

   - *Move the Slide Over window back onto the screen:* Drag the tab indicating the Slide Over window from the left edge of the screen.

Turn Slide Over into Split View

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

1. Open an app in Slide Over.

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

On supported models, you can use Slide Over and Split View simultaneously. See Open two items in Split View.

Open an item in the center of the screen

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

1. Do any of the following:

   ○ Touch and hold a message in a mailbox in Mail.

   ○ Touch and hold a conversation in Messages.

   ○ Touch and hold a note in Notes.

2. Tap Open in New Window.

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

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

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

View an app's open windows and workspaces

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

View an app's open windows

1. Do any of the following:

   ○ Swipe up from the bottom edge of the screen to reveal the Dock.

   ○ Go to the Home Screen.

2. Touch and hold the app whose windows you want to view, then tap Show All Windows.

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

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

Create new windows in an app

1. Go to an app that supports multiple open windows (for example Mail, Notes, Safari, or Files).

2. Tap ⋯ at the top of the screen to display the app's open windows as thumbnails and + at the bottom of the screen.

3. Tap + to open a new window.

Multitask with Picture in Picture on iPad

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

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

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

- *Resize the video window:* To make the small video window larger, pinch open. To shrink it again, pinch closed.

- *Show and hide controls:* Tap the video window.

- *Move the video window:* Drag it to a different corner of the screen.

- *Hide the video window:* Drag it off the left or right edge of the screen.

- *Close the video window:* Tap ⊗.

- *Return to a full video screen:* Tap ⬚ in the small video window.

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

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

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

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

Turn Stage Manager on or off

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

1. Go to Settings ⚙ > Multitasking & Gestures.

2. Tap the checkbox below Stage Manager, then turn on Recent Apps.

You can also open Stage Manager by opening Control Center, then tapping ▯.

Multitask with multiple windows

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

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

   ○ Tap ⋯ at the top of a window, then choose Add Another Window. The current windows move aside to show all the other recent app windows. To add one, tap it.

   ○ Touch and hold an app in the Recent apps list, then drag it to the current window in the center of the screen.

   ○ Touch and hold an app in the Dock, then drag it up toward the center of the screen.

   (If the Dock isn't visible, swipe up from the bottom edge of the screen just far enough to reveal it.)

   ○ Tap the App Library button (the rightmost button in the Dock), touch and hold an app icon in App Library, then drag it from App Library to the center of the screen.

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

   ○ *Resize any window:* Drag from the bottom-right corner marked with a thick curve, or, if you have a mouse or trackpad, drag from any corner or edge of the window.

   ○ *Move a window to the Recent apps list:* Tap ⋯ at the top of the window, then choose Minimize.

   ○ *Move a window:* Drag from the top of the window.

   ○ *Enlarge a window:* Tap ⋯ at the top of the window, then choose Enter Full Screen.

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

Switch between apps

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

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

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

- Swipe up from the bottom of the screen, then pause in the center of the screen to see the recent apps and groups.

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

- Swipe left or right with four or five fingers.

See Switch between apps.

Hide or show the recent apps list

Do one of the following:

- Open Control Center, touch and hold ⬚, then tap the checkmark on the left side of the image.

- Go to Settings ⚙ > Multitasking & Gestures, tap the checkbox below Stage Manager to turn it on, then turn Recent Apps on or off.

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

Close a window

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

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

Move an app to an external display

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

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

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

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

Access features from the iPad Lock Screen

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

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

Access features and information from the Lock Screen

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

- *Open Camera:* Swipe left. (See Take photos.)

- *Open Control Center:* Swipe down from the top-right corner. (See Use and customize Control Center.)

- *See earlier notifications:* Swipe up from the center. (See View and respond to notifications.)

- *View more widgets:* Swipe right. (See Add, edit, and remove widgets.) You can interact with widgets on the Lock Screen and the Home Screen to perform tasks—for example, tap an item in the Reminders widget to check it off, or tap the Play button in the Podcasts widget to play an episode.

- *Start drawing and taking notes:* (on supported models) Tap Apple Pencil on the Lock Screen. Whatever you create is saved in Notes.

- *Control media playback:* Use the playback controls (Now Playing) on the Lock Screen to play, pause, rewind, or fast-forward media playing on your iPad. (See View and control Live Activities on the Lock Screen.)

To choose what you can access from the Lock Screen, see Turn on Lock Screen features.

Show notification previews on the Lock Screen

1. Go to Settings ⊚ > Notifications.

2. Tap Show Previews, then tap Always.

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

View and control Live Activities on the Lock Screen

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

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

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

Perform quick actions on iPad

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

- In Photos, touch and hold an image to preview it and see a list of options.

- In Mail, touch and hold a message in a mailbox to preview the message contents and see a list of options.

- On the Home Screen, touch and hold an app icon briefly to open a quick actions menu. If the icons start to jiggle, tap Done at the top right or press the Home button (on an iPad with a Home button), then try again.

- Open Control Center, then touch and hold an item like Camera or the brightness control to see options.

- On the Lock Screen, touch and hold a notification briefly to respond to it.

- When typing, touch and hold the Space bar with one finger to turn your onscreen keyboard into a trackpad.

Search with Spotlight on iPad

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

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

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

Choose which apps and content to include in Search

1. Go to Settings ◉ > Search.

2. Scroll down, tap an app, then turn Show App in Search or Show Content in Search on or off.

Search with iPad

1. Go to the Home Screen or the Lock Screen.

2. Swipe down from the middle of the screen.

3. Enter what you're looking for in the search field.

4. Do any of the following:

   - *Initiate your search:* Tap Search or Go.

   - *Open a suggested app:* Tap the app.

   - *Take quick action:* Start a timer, turn on a Focus, find the name of a song with Shazam, run any shortcut, and more. Search for an app's name to see shortcuts available for the app, or create your own using the Shortcuts app.

   - *Check a suggested website:* Tap it.

   - *Get more information about a search suggestion:* Tap it, then tap one of the results to open it.

   - *Start a new search:* Tap ⊗ in the search field.

Turn off Location-Based Suggestions

1. Go to Settings ◉ > Privacy & Security > Location Services.

2. Tap System Services, then turn off Suggestions & Search.

Search in apps

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

1. In an app, tap the search field or ⌕ (if there is one).

   If you don't see a search field or button, swipe down from the top.

2. Type your search, then tap Search.

Add a dictionary

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

1. Go to Settings ⚙ > General > Dictionary.

2. Select a dictionary.

Get information about your iPad

View overall storage availability and storage used per app

Go to Settings ⚙ > General > iPad Storage.

See the Apple Support articles How to check the storage on your iPhone and iPad and Manage your iCloud storage.

See battery usage

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

View cellular usage

Go to Settings ⚙ > Cellular Data. See View or change cellular data settings.

Find your IMEI

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

1. Go to Settings ⚙ > General > About.

2. Scroll down to find your IMEI.

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

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

- Name

- iPadOS software version

- Model name

- Part and model numbers. To the right of Model, the part number appears. To see the model number, tap the part number.

- Serial number

- Network (Wi-Fi + Cellular models)

- Number of songs, videos, photos, and apps

- Capacity and available storage space

- Carrier (Wi-Fi + Cellular models)

- Cellular Data Number (Wi-Fi + Cellular models)

- Wi-Fi and Bluetooth® addresses

- ICCID (Integrated Circuit Card Identifier, or Smart Card) for GSM networks (Wi-Fi + Cellular models)

- MEID (Mobile Equipment Identifier) for CDMA networks (Wi-Fi + Cellular models)

- Modem firmware

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

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

View or turn off diagnostic information

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

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

Manage storage on iPad

On iPad, you can check how much storage space is available and increase the available space by removing items you no longer need.

Check storage on your iPad

Go to Settings ◉ > General > iPad Storage.

The available storage is shown at the top of the screen.

Remove apps and data

When you're low on storage, you can have iPad automatically remove unused apps.

1. Go to Settings ◉ > General > iPad Storage.

2. Tap Enable next to Offload Unused Apps.

   The unused apps move to iCloud Drive. You can find them in iCloud Drive in the Files app.

You can remove many apps manually, and redownload them if you change your mind. See Remove or delete apps.

If you have documents and data on your iPad that you no longer need, you can find and delete them in the Files app. See Delete a file.

You can also review items you downloaded in the TV app and remove ones you already watched. See Manage your library in the Apple TV app.

Keep selected files

If you have downloaded files that you always want to be able access on your iPad, you can make sure they're not removed. See Keep selected files downloaded.

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

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

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

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

About cellular data transmission

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

Supported models can connect to 5G networks. See the Apple Support article Use 5G with your iPad.

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

Add a cellular plan to your iPad

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

If you haven't set up a plan, see Set up cellular service.

View or change your cellular data account

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

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

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

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

- *Reduce cellular usage:* Turn on Low Data Mode, or tap Data Mode, then choose Low Data Mode (depending on your iPad model). This mode pauses automatic updates and background tasks when iPad isn't connected to Wi-Fi.

- *Turn Data Roaming on or off:* Data Roaming permits internet access over a cellular data network when you're in a region not covered by your carrier's network. When you're traveling, you can turn off Data Roaming to avoid roaming charges.

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

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

On models that support 5G, you can do the following:

- *Enable Smart Data mode to optimize battery life:* Tap Voice & Data, then choose 5G Auto. In this mode, your iPad automatically switches to LTE when 5G speeds don't provide noticeably better performance.

- *Use higher-quality video and FaceTime HD on 5G networks:* Tap Data Mode, then choose Allow More Data on 5G.

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

1. Go to Settings ◉ > Cellular, then turn on Cellular Data.

2. Tap Set up Personal Hotspot, then follow the instructions in Share your internet connection with Personal Hotspot.

Set cellular data use for apps and services

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

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

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

Lock your SIM card

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

Choose iPad settings for travel

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

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

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

Turn on Airplane Mode

Open Control Center, then tap ✈.
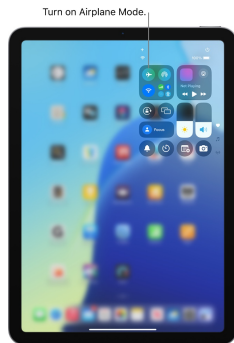
You can also turn Airplane Mode on or off in Settings ◉. When Airplane Mode is on, the Airplane Mode icon ✈ appears in the status bar at the top of the screen.

Turn on Wi-Fi or Bluetooth while in Airplane Mode

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

1. Open Control Center, then turn on Airplane Mode.

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

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

Personalize your iPad

Change or turn off iPad sounds

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

To temporarily silence incoming calls, alerts, and sound effects, turn on Do Not Disturb.

Set sound options

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

1. Go to Settings ⚙ > Sounds.

2. Drag the slider to set the volume for the ringer and alerts.

3. Tap Ringtone and other options to select sounds for the ringtone and alert tones.

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

Silence iPad

To temporarily silence incoming calls, alerts, and sound effects, open Control Center, then tap 🔔.

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

Create a custom iPad Lock Screen

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

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

Personalize a new Lock Screen

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

2. Touch and hold the Lock Screen until the Customize and ⊕ buttons appear at the bottom of the screen.

   If they don't appear, touch and hold the Lock Screen again, then enter your passcode.

3. Tap ⊕ to create a new Lock Screen, or to make changes to a Lock Screen, swipe to the screen you want to change, tap Customize, then tap Lock Screen.
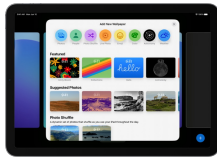
4. If you're creating a new Lock Screen, tap one of the wallpaper options to select it as your Lock Screen.

   If you choose Photos or Photo Shuffle, see Customize your Lock Screen photo.

5. Tap the time to change the font, color, and style of the clock. (See Change the clock style on the Lock Screen.)

   Drag the slider to make the font heavier or lighter (available for solid fonts). To change the time, see Change the date and time.

6. To add widgets that include information such as today's headlines, the weather, and calendar events, tap Add Widgets or the date. In landscape orientation, tap Add Widgets on the left side to add widgets on the left side of the screen. In portrait orientation, tap Add Widgets below the time. You can also add widgets above the time. (See Add, edit, and remove widgets.)

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

   ○ *Choose whether to use the wallpaper on both the Lock Screen and the Home Screen:* Tap Set as Wallpaper Pair.

   ○ *Make further changes to the Home Screen:* Tap Customize Home Screen. Tap a color to change the wallpaper color, tap 🖼 to use a custom photo, or select Blur to blur the wallpaper so the apps stand out.

Change the clock style on the Lock Screen

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

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

2. Touch and hold the Lock Screen until the Customize and ⊕ buttons appear at the bottom of the screen.

   If they don't appear, touch and hold the Lock Screen again, then enter your passcode.

3. Swipe to go to the Lock Screen you want to change, tap Customize, then tap the Lock Screen image.

4. Tap the time, then choose a font and color.

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

To change the date and time setting, see Change the date and time.

Customize your Lock Screen photo

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

Do any of the following:

- *Reposition your photo:* To reposition your selected image, pinch open to zoom in on it, drag the image with two fingers to move it, then pinch closed to zoom out.

- *Change the photo style:* Swipe left or right to try different photo styles with complementary color filters and fonts.

- *Create a multilayered effect:* If you have a photo that supports layering—like an image with people, pets, or the sky—tap ☺ at the bottom right, then choose Depth Effect.

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

- *Create a motion effect with a Live Photo:* If you select a Live Photo that can be translated into slow motion, tap ▶ at the bottom left to play the Live Photo when the device wakes up.

- *Set the shuffle frequency:* If you choose Photo Shuffle, you can preview the photos by tapping ⊞, and you can set the shuffle frequency by tapping ☺ and then selecting an option below Shuffle Frequency.

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

Customize visual effects on the Lock Screen

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

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

2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.

   If it doesn't appear, touch and hold the Lock Screen again, then enter your passcode.

3. Tap Customize, then tap Lock Screen.

4. Do any of the following:

   - *Change the tint of the screen:* Swipe through the dots at the bottom of the screen.

   - *Turn the layering effect on or off:* Tap 🌥.

   - *Switch between a light and dark appearance:* Tap ◐.

Link a Focus to your Lock Screen

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

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

2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.

   If it doesn't appear, touch and hold the Lock Screen again, then enter your passcode.

3. Tap Focus near the bottom of the wallpaper to see the Focus options—for example, Do Not Disturb, Personal, and Work.

   Note: If you don't see Focus near the bottom of the wallpaper, go to Settings ⚙ > Focus and set up a Focus.

4. Select a Focus, then tap ⊗.

Edit or change your Lock Screen

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

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

2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.

   If it doesn't appear, touch and hold the Lock Screen again, then enter your passcode.

3. Swipe to the screen you want to change, tap Customize, then tap Lock Screen.

4. Do any of the following:

   - *Change the font, color, and style of the clock:* Tap the time.

   - *Add widgets that include today's headlines, the weather, and calendar events:* Tap Add Widgets or the date. (See Add, edit, and remove widgets.)

   - *Change the wallpaper:* Tap Done, tap ⊕, choose a wallpaper, tap Add, then tap Set as Wallpaper Pair or Customize Home Screen.

Switch between Lock Screens

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

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

2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.

3. Swipe to the Lock Screen you want to use, then tap it.

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

Delete a Lock Screen

You can delete Lock Screens you no longer need.

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

2. Touch and hold the Lock Screen until the Customize button appears at the bottom of the screen.

3. Swipe to go to the Lock Screen you want to delete, swipe up on the screen, tap 🗑, then tap Delete This Wallpaper.

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

Customize your Home Screen

Add, edit, and remove widgets on iPad

What are widgets?

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

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

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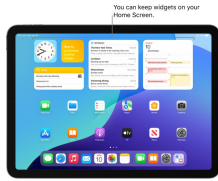
Add a widget to your Home Screen

1. Go to the Home Screen.

2. Locate the Home Screen page where you want to add the widget, then touch and hold the Home Screen background until the apps begin to jiggle.

3. Tap Edit at the top of the screen, then tap Add Widget to open the widget gallery.

4. Scroll or search to find a widget, tap it, then swipe left and right through the size options.

   The different sizes display different information.

5. When you see the size you want, tap Add Widget.

6. While the apps are still jiggling, move the widget where you want it on the screen, then tap Done.

You can keep widgets on your Home Screen.

To learn how to add a widget to your Lock Screen, see Personalize a new Lock Screen.

Interact with widgets

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

Edit a widget on your Home Screen

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

1. Go to the Home Screen.

2. Touch and hold a widget to open the quick actions menu.

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

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

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

4. Tap Done.

View widgets in Today View

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

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

View widgets in Today View and Search when iPad is locked

1. Go to Settings ⚙, then depending on your model, tap one of the following:

    ○ Face ID & Passcode

    ○ Touch ID & Passcode

    ○ Passcode

2. Enter your passcode.

3. Turn on Today View and Search (below Allow Access When Locked).

Move apps and widgets on the iPad Home Screen

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

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

Move apps and widgets around on your Home Screen

1. Go to the Home Screen.

2. Touch and hold the Home Screen background until the items begin to jiggle.

3. Drag the app or widget to one of the following locations:

    ○ Another location on the same page—including the top, bottom, or side of the screen

    ○ Another Home Screen page

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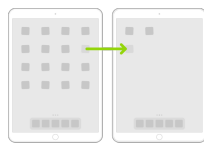
    Tip: You can also drag an app to the Dock at the bottom of the screen.

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

Remove a widget from your Home Screen

1. Go to the Home Screen.

2. Touch and hold the widget to open the Quick actions menu.

3. Do one of the following:

    ○ *To remove a widget:* Tap Remove Widget.

    ○ *To remove a Smart Stack:* Tap Remove Stack.

Reset the Home Screen and apps to their original layout

1. Go to Settings ⚙ > General > Transfer or Reset iPad.

2. Tap Reset, then tap Reset Home Screen Layout.

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

Customize apps and widgets on the iPad Home Screen

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

1. Go to the Home Screen.

2. Touch and hold the Home Screen background until the icons begin to jiggle.

3. Tap Edit at the top of the screen, then choose Customize.

4. Do any of the following:

   ○ *Make the icons bigger:* Tap Large. (In large size, the names of the icons disappear.)

   ○ *Choose a dark or light appearance for icons and widgets:* Tap Dark or Light. To show icons and widgets with a dark appearance at night and a light appearance during the day, tap Automatic.

   ○ *Add a color tint to icons and widgets:* Tap Tinted. Use the sliders to choose the color and saturation. You can also use the eyedropper to select a color in your wallpaper for icons.

Lock or hide an app on iPad

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

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

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

Lock an app

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

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

1. Go to the Home Screen.

2. Locate the app you want to lock.

3. Touch and hold the app icon until the Quick actions menu opens.

4. Tap Require Face ID (or Touch ID or Passcode).

5. Tap Require Face ID (or Touch ID or Passcode) again, then authenticate using Face ID (or Touch ID or a passcode).

Open an app that's locked

You can open and use an app that you locked.

1. Go to the Home Screen.

2. Locate the app you want to open.

3. Tap the app, then authenticate using Face ID (or Touch ID or a passcode).

Unlock an app

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

1. Go to the Home Screen.

2. Locate the app you want to unlock.

3. Touch and hold the app icon until the Quick actions menu opens.

4. Tap Don't Require Face ID (or Touch ID or Passcode), then authenticate using Face ID (or Touch ID or a passcode).

Hide an app

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

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

Note: Apps that come installed with iPadOS 18 or later can't be hidden—only apps you download separately from the App Store can be hidden. Apps that are set by the user as default web browser or app marketplace (available only in the EU) can't be hidden either.

1. Go to the Home Screen.

2. Locate the app you want to hide.

3. Touch and hold the app icon until the Quick actions menu opens.

4. Tap Require Face ID (or Touch ID or Passcode).

5. Tap Hide and Require Face ID (or Touch ID or Passcode), authenticate using Face ID (or Touch ID or a passcode), then tap Hide App.

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

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

Open a hidden app

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

1. Go to the Home Screen.

2. Swipe left past all your Home Screen pages to go to App Library.

3. Tap the Hidden folder at the bottom of App Library, then authenticate using Face ID (or Touch ID or a passcode).

4. Tap the app, then authenticate using Face ID (or Touch ID or a passcode).

Unhide an app

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

1. Go to the Home Screen.

2. Swipe left past all your Home Screen pages to go to App Library.

3. Tap the Hidden folder at the bottom of App Library, then authenticate using Face ID (or Touch ID or a passcode).

4. To move the app out of the Hidden folder, touch and hold the app, tap Don't Require Face ID (or Touch ID or Passcode), then authenticate using Face ID (or Touch ID or a passcode).

   The app appears near the top of App Library.

Organize your apps in folders on iPad

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

Create a folder

1. Go to the Home Screen.

2. To create a folder, drag an app onto another app, then drag other apps into the folder.

   A folder can contain multiple pages of apps.

3. To rename the folder, touch and hold it, tap Rename, then enter a new name.

   If the apps begin to jiggle, tap the Home Screen background and try again.

4. When you're finished, tap Done.

Note: Organizing your apps on the Home Screen doesn't affect the organization of apps in App Library.

Delete a folder from your Home Screen

1. Go to the Home Screen.

2. Touch and hold the Home Screen background until the apps begin to jiggle.

3. Tap the folder to open it, then drag all the apps out of it onto the Home Screen.

   When the folder is empty, it's deleted automatically.

Move an app from a folder to the Home Screen

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

1. Go to the Home Screen.

2. Locate the folder that contains the app, then tap the folder to open it.

3. Touch and hold the app until the apps begin to jiggle.

4. Drag the app from the folder to the Home Screen.

Remove or delete apps from iPad

You can remove or delete some built-in apps from your iPad. If you change your mind, you can download the apps again later.

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

Delete apps

Do any of the following:

- *Remove an app from the Home Screen:* Touch and hold the app on the Home Screen, tap Remove App, then tap Remove from Home Screen to keep it in App Library, or tap Delete App to delete it from iPad.

- *Delete an app from App Library and the Home Screen:* Touch and hold the app in App Library, tap Delete App, then tap Delete. (See Find and use your apps in App Library.)

If you change your mind, you can redownload apps you delete.

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

- Books

- Calendar

- Calculator

- Clock

- Contacts (Contact information remains available through Messages, Mail, FaceTime, and other apps. To remove a contact, you must restore Contacts.)

- FaceTime (If you remove the FaceTime app from your iPad, you can still make or receive FaceTime calls in Contacts and the Phone app, but you can't use SharePlay on your iPad unless you redownload the app. See Make FaceTime calls.)

- Files

- Find My (Removing this app doesn't turn off location sharing or Find My for your device—it just removes the ability to view locations in the Find My app on that device.)

- Freeform

- Health

- Home

- iTunes Store

- Magnifier

- Mail

- Maps

- Measure

- [Music](#)

- [News](#)

- [Notes](#)

- [Photo Booth](#)

- [Podcasts](#)

- [Reminders](#)

- [Shortcuts](#)

- [Stocks](#)

- [Tips](#)

- [Translate](#)

- [TV](#)

- [Voice Memos](#)

- [Weather](#)

Note: In the European Union, there may be other built-in apps you can delete. For more information, see [Delete built-in apps from your iPhone or iPad in the European Union](#).

Change the wallpaper on iPad

On iPad, choose an image or photo as wallpaper for the Lock Screen or Home Screen. You can choose from dynamic and still images.
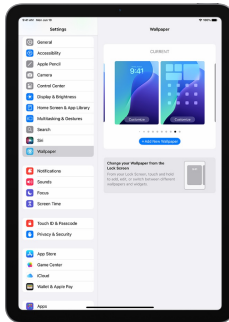
1. Go to Settings ⚙ > Wallpaper > Add New Wallpaper.

   The wallpaper gallery appears.

2. Do any of the following:

   - Tap a button at the top of the wallpaper gallery—for example, Photos, Photo Shuffle, Live Photo, and so on—to design your wallpaper with a photo, an emoji pattern, a picture of your local weather, and more.

   - Choose wallpaper from one of the featured sets (Collections, Astronomy, Weather, and so on).

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

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

    ◦ Set as Wallpaper Pair

    ◦ Customize Home Screen

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

Use and customize Control Center on iPad

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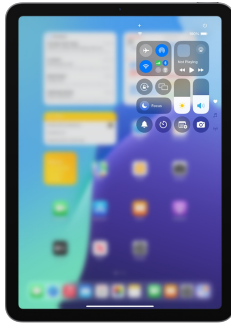
Open Control Center

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

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

Access more controls in Control Center

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

- Touch and hold the top-left group of controls, then tap ⊚ to open the AirDrop options.

- Touch and hold 📷 to take a selfie, record a video, or take a photo.

Customize controls

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

1. Open Control Center.

2. Tap + at the top left of Control Center to begin editing the controls.

3. Do any of the following:

- *Rearrange controls:* Drag a control to a new position.

- *Remove a control or a set of controls:* Tap ⊖ at the upper left of the control.

- *Resize a control:* Drag the handle at the lower right of the control.

- *Add more controls:* Tap Add a Control below Control Center to open the controls gallery, then tap a control to add it to Control Center.

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

Add a custom group of controls

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

1. Open Control Center.

2. Tap + at the top left of Control Center to begin editing the controls.

3. Tap the bottommost icon (the little circle) along the right edge of the screen.

4. Tap Add a Control at the bottom of Control Center to open the controls gallery.

5. Tap a control in the controls gallery to add it to the group.

6. To further customize the new group of controls, do any of the following:

- *Rearrange controls:* Drag a control to a new position.

- *Remove a control or a set of controls:* Tap ⊖ at the upper left of the control.

- *Resize a control:* Drag the handle at the lower right of the control.

- *Add more controls:* Tap Add a Control at the bottom of Control Center to open the controls gallery, then tap a control to add it to the group.

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

Temporarily disconnect from a Wi-Fi network

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

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

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

Temporarily disconnect from Bluetooth devices

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

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

Turn off access to Control Center in apps

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

Adjust the screen brightness and color on iPad

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

Adjust the screen brightness manually

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

- Open Control Center, then drag ☀ up or down.
- Go to Settings ◉ > Display & Brightness, then drag the slider.

Adjust the screen brightness automatically

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

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

Turn Dark Mode on or off

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

Do any of the following:

- Open Control Center, touch and hold ☀, then tap ◒ to turn Dark Mode on or off.
- Go to Settings ◉ > Display & Brightness, then select Dark to turn on Dark Mode or select Light to turn it off.

Schedule Dark Mode to turn on and off automatically

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

1. Go to Settings ◉ > Display & Brightness.
2. Turn on Automatic, then tap Options.

3. Select either Sunset to Sunrise or Custom Schedule.

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

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

Turn Night Shift on or off

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

Open Control Center, touch and hold ☀, then tap ☀.

Schedule Night Shift to turn on and off automatically

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

1. Go to Settings ◉ > Display & Brightness > Night Shift.

2. Turn on Scheduled.

3. To adjust the color balance for Night Shift, drag the slider below Color Temperature toward the warmer or cooler end of the spectrum.

4. Tap From, then select either Sunset to Sunrise or Custom Schedule.

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

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

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

Turn True Tone on or off

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

Do any of the following:

- Open Control Center, touch and hold ☀, then tap ☀ to turn True Tone on or off.

- Go to Settings ◉ > Display & Brightness, then turn True Tone on or off.

Customize the text size and zoom setting on iPad

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

Increase the text size on iPad

1. Go to Settings ◉ > Display & Brightness.

2. Tap Text Size.

3. Drag the slider left or right to change the text size.

Make the text bold on iPad

1. Go to Settings ◉ > Display & Brightness.

2. Turn on Bold Text.

Magnify the entire iPad screen

On supported models, you can magnify the iPad screen with Display Zoom.

1. Go to Settings ◉ > Display & Brightness.

2. Tap Display Zoom, then tap More Space.

3. Tap Done, then tap Use More Space.

Change the name of your iPad

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

1. Go to Settings ◉ > General > About > Name.

2. Tap ⊗, enter a new name, then tap Done.

Change the date and time on iPad

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

1. Go to Settings ◉ > General > Date & Time.

2. Turn off Set Automatically, then tap Time Zone.

3. Enter a location in the search field, then tap the result to change the time zone.

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

Change the language and region on iPad

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

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

2. Set the following:

    - The language for iPad

    - Your preferred form of address. (Available for some primary languages
      —for example, Spanish.) Choose feminine, masculine, or neutral. Turn
      on Share with All Apps so all apps personalize how they address you.

    - The region

    - The calendar format

    - The temperature unit (Celsius or Fahrenheit)

    - The measurement system (metric, US, or UK)

    - The first day of the week

    - Live Text (text you can select in images to copy or take action on)

    - The date format

    - The numbers format

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

Change the default apps on iPad

With iPadOS 18.2 or later, you can select alternative, third-party apps—for email,
messaging, calling, call filtering, web browsing, passwords, or keyboards—as
defaults to launch instead of the built-in Apple apps. Make sure the app you want
to switch to supports this feature. If you aren't sure, contact the app developer.

Change your default apps

1. Go to Settings ◉ > Apps > Default Apps.
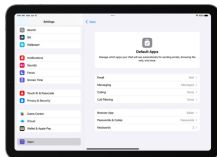
2. Tap any of the following:

    - *Email:* To change the default app for sending and receiving email.

    - *Messaging:* To change the default app for sending and receiving
      messages.

    - *Calling:* To change the default app for making and receiving calls.

    - *Call Filtering:* To turn on or off call blocking and identification options.

    - *Browser App:* To change the default app to open links on the web.

    - *Passwords & Codes:* This section allows you to turn on or off AutoFill
      Passwords and Passkeys for apps and websites, and password,
      passkey, and code-generation and verification apps.

    - *Keyboards:* To add or delete keyboards and third-party keyboard apps.

3. Select the app you want to use as the default.

Change your default search engine on iPad

You can select an alternative search engine as the default to search for content on the web.

1. Go to Settings ⚙ > Search > Search Engine.

2. Tap the search engine you want to set as the default, then tap ‹.

If you haven't yet updated to iPadOS 18.2 or later, see Choose a search engine.

Rotate your iPad screen

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

Rotate the screen

1. To make sure the rotation lock is off, open Control Center, then tap ⊚ if it's red.

2. Turn your iPad sideways.
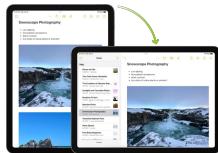
Lock or unlock the screen orientation

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

Open Control Center, then tap ⊚.

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

Set up Focus, notifications, and Do Not Disturb

View and respond to notifications on iPad

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

Note: While you're using an app, you might be asked how you want to receive notifications from it—immediately, not at all, or in a scheduled summary. You can change this setting later in Settings > Notifications.

Find your notifications in Notification Center

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

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

- *On the Lock Screen:* Swipe up from the middle of the screen.

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

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

Respond to notifications

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

Do any of the following:

- *To expand a group of notifications to see them individually:* Tap the group. To close the group, tap Show Less.

- *To view a notification and perform quick actions if the app offers them:* Touch and hold the notification.

- *To open a notification's app:* Tap the notification, then tap Open.

- *To respond to a notification when iPad is locked:* Touch and hold the notification.

Schedule a notification summary

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

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

1. Go to Settings ◉ > Notifications > Scheduled Summary, then turn on Scheduled Summary.

2. Set a time for your summary to appear. If you want to receive another summary, tap Add Summary.

3. Select the apps to include in your summary.

4. Tap A to Z below Apps in Summary, then make sure the apps you want to include in your summary are turned on.

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

View, dismiss, clear, and mute notifications

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

- *Handle a notification you receive while using another app:* Pull it down to view it, then swipe up to dismiss it.

- *Clear notifications:* Swipe left on a notification or group of notifications, then tap Clear or Clear All.

- *Mute notifications for an app:* Swipe left on the notification or group of notifications, tap Options, then tap an option to mute the app's notifications for an hour or a day. This sends them directly to Notification Center and prevents them from appearing on the Lock Screen, playing a sound, lighting up the screen, or presenting a banner.

  To see and hear these notifications again, swipe left on a notification in Notification Center, tap Options, then tap Unmute.

- *Turn off notifications for an app or notification group:* Swipe left on a notification or group of notifications, tap Options, then tap Turn Off.

- *Change how an app displays notifications:* Swipe left on a notification, tap Options, then tap View Settings. See Change notification settings to learn about the settings you can change.

- *Clear all your notifications in Notification Center:* Go to Notification Center, tap ⊗, then tap Clear.

- *Silence all notifications:* Turn on Do Not Disturb. See Turn on or schedule a Focus.

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

Show recent notifications on the Lock Screen

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

1. Go to Settings ⚙, then, depending on your model, tap one of the following.

    - Face ID & Passcode

    - Touch ID & Passcode

    - Passcode

2. Enter your passcode.

3. Turn on Notification Center (below Allow Access When Locked).

Summarize notifications with Apple Intelligence

If you have an iPad that supports Apple Intelligence, you can use Apple Intelligence to summarize long or stacked notifications, making them easier to understand at a glance. See Summarize notifications and reduce interruptions.

Change notification settings on iPad

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

Change the appearance of notifications

1. Go to Settings ⚙ > Notifications.

2. Choose how you want notifications displayed on the Lock Screen:

   ○ *View just the number of notifications:* Tap Count.

   ○ *View the notifications grouped into stacks by app:* Tap Stack.

   ○ *View the notifications in a list:* Tap List.

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

Change the frequency of notifications

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

1. Go to Settings ◉ > Notifications > Scheduled Summary.

2. Turn on Scheduled Summary, then tap Continue.

3. Schedule times for the notification summary to appear.

4. Select the apps to include in your notification summary, then tap Add Apps.

5. To choose when you want notification previews to appear, tap Show Previews, select an option, then tap ‹ at the top of the screen.

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

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

Choose notification sounds for individual apps

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

1. Go to Settings ◉ > Notifications.

2. Tap an app below Notification Style, then turn on Allow Notifications.

3. Tap Sounds, select a sound, then tap ‹ at the top of the screen.

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

Turn off notifications selectively for individual apps

1. Go to Settings > Notifications > Siri Suggestions.

2. Turn on Allow Notifications.

3. Turn off any app.

Turn off location-based alerts

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

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

1. Go to Settings ◉ > Privacy & Security > Location Services.

2. Turn on Location Services.

3. Tap an app (if any appear in the list), then choose whether you want to share your location while using that app.

Set up a Focus on iPad

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

If you have an iPad that supports Apple Intelligence, you can also use the Reduce Interruptions Focus, which uses Apple Intelligence to show you only the most important notifications. See Use the Reduce Interruptions Focus.

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

Set up a Focus

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

   For your Focus, you can set up the options described in the steps below, but you don't have to set up all of them.
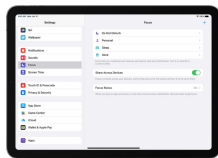
2. Specify which people and apps to allow notifications from during your Focus:

   ○ *People:* Tap People, then tap Allow Notifications From. Tap ⊕, select contacts, tap Done, then tap ‹ at the top of the screen. You can also silence specific people by tapping Silence Notifications From instead.

   ○ *Apps:* Tap Apps, then tap Allow Notifications From. Tap ⊕, select apps, tap Done, then tap ‹ at the top of the screen. You can also silence specific apps by tapping Silence Notification From instead.

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

   ○ *Show silenced notifications in Notification Center instead of on the Lock Screen:* Turn off Show On Lock Screen.

   ○ *Darken the Lock Screen during this Focus:* Turn on Dim Lock Screen.

   ○ *Hide notification badges on Home Screen apps:* Turn on Hide Notification Badges.

   ○ *Dim the Lock Screen during this Focus:* Turn on Dim Lock Screen.

   ○ *Intelligently allow important notifications to interrupt you:* If you have an iPad that supports Apple Intelligence, turn on Intelligent Breakthrough & Silencing. Any notifications specifically allowed or silenced will always be allowed or silenced.

4. When you're finished selecting options, tap ‹ at the top of the screen.

5. Specify the Lock Screen and Home Screen options:

    - *Choose the Lock Screen for this Focus:* Tap the Lock Screen preview below Customize Screens, select a Lock Screen, then tap Done at the top of the screen.

    - *Choose the Home Screen for this Focus:* Tap the Home Screen preview below Customize Screens, select a Home Screen page, tap Done, then tap ‹ at the top of the screen.

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

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

Turn a Focus on or off

You can turn a Focus on or off manually in Control Center or schedule the Focus to turn on automatically.

Add Focus filters

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

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

2. Tap Customize Focus, then tap Add Filter (below Focus Filters).

3. Tap an app, tap Choose, then select the information from that app you want to see during the Focus:

    - *Calendar:* Choose which calendar you want to show during the Focus.

    - *Mail:* Choose which mail accounts you want to use during the Focus.

    - *Messages:* Choose which message conversations you want to see during the Focus—for example, only conversations from people you've allowed notifications from during this Focus.

    - *Safari:* Choose which Tab Group you want to use during the Focus.

4. Tap Add to add the filter to the Focus.

Create a custom Focus

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

1. Go to Settings ⚙ > Focus.

2. Tap + at the top right, then tap Custom.
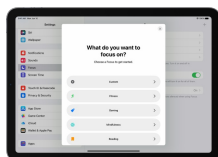
3. Enter a name for your Focus, then tap Return.

4. Choose a color and an icon to represent your Focus, then tap Next.

5. Tap Customize Focus, then set up the options for your custom Focus, following the instructions in Set up a Focus.

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

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

1. Go to Settings ◉ > Focus.

2. Turn on Share Across Devices.

Allow or silence notifications for a Focus on iPad

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

Allow or silence notifications from specific people during a Focus

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

2. Tap People (or Choose People), then do any of the following:

   ○ *Allow specific people:* Tap Allow Notifications From, tap ⊕, then select from your contacts.

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

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

     You can also turn on Allow Calls From Silenced People.

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

Allow or silence notifications from specific apps during a Focus

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

2. Tap Apps (or tap Choose Apps), then do one of the following:

   ○ *Allow specific apps:* Tap Allow Notifications From, tap ⊞, then select apps.

   ○ *Silence specific apps:* Tap Silence Notifications From, tap ⊞, then select apps.

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

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

Share your Focus status

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

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

1. Go to Settings ⚙️ > Focus > Focus Status.

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

Allow calls from emergency contacts when notifications are silenced

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

1. Open Contacts 📇.

2. Select a contact, then tap Edit.

3. Tap Ringtone or Text Tone, then turn on Emergency Bypass.

Turn on or schedule a Focus on iPad

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

Turn on a Focus in Control Center

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

   Note: If another Focus is already on, it turns off when you tap the new one.
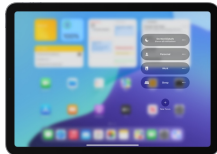
2. To choose an ending point for the Focus, tap ⊙ next to the Focus, select an option (such as "For 1 hour" or "Until I leave this location"), then tap ⊙ again.
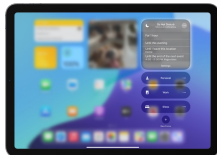
When a Focus is on, its icon (for example, 🌙 for Do Not Disturb) appears in the status bar and on the Lock Screen, and your status is automatically displayed in the Messages app. Your friends can see that you've silenced notifications, but they can still notify you if something is urgent.

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

Schedule a Focus to turn on or off

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

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

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

2. To have the Focus turn on automatically at a certain time based on cues like your location or app usage, tap Add Schedule or Smart Activation, turn on Smart Activation, then tap ❬ at the top of the screen.

3. Tap Add Schedule, then set the times, a location, or an app you want to activate this Focus.

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

Turn a Focus on or off using Siri

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

Say something like: "Turn on the Work Focus," or "Turn off the Work Focus." Learn how to use Siri.

Turn off a Focus

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

1. Do any of the following:

   ○ Touch and hold the Focus icon on the Lock Screen.

   ○ Open Control Center, then tap Focus.

2. Tap the Focus that's on to turn it off.

Delete a Focus

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

1. Go to Settings ◉ > Focus.

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

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

Customize sharing options in an iPad app

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

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

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

3. Do any of the following:

   ○ *Show an option:* Tap to turn it on.

   ○ *Hide an option:* Tap to turn it off.

   ○ *Add an option to Favorites:* Tap 🟢.

   ○ *Remove an option from Favorites:* Tap 🔴.

   ○ *Change the order of options in Favorites:* Drag ☰ next to any option.

4. Tap Done.

Work with text and graphics

Enter, select, and revise text

Type with the onscreen keyboard on iPad

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

You can also use Dictation, an external keyboard, and Apple Pencil to enter text.

Tap any key to begin typing.
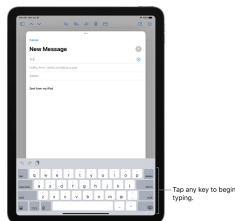
Enter text using the onscreen keyboard

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

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

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

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

- *Type uppercase letters:* Tap ⇧, or touch ⇧, then slide to a letter.

- *Turn on Caps Lock:* Double-tap ⇧.

- *Quickly end a sentence with a period and a space:* Double-tap the Space bar.

- *Enter numbers, punctuation, or symbols:* Tap 123 or #+=.

- *Correct spelling:* Tap a misspelled word (underlined in red) to see suggested corrections, then tap a suggestion to replace the word, or type the correction.

- *Undo autocorrect:* As you type, misspelled words are automatically corrected and temporarily underlined so you know what's been changed; to revert to the spelling as you typed it, tap the underlined word, then tap the spelling you want to use.

- *Undo the last edit:* Swipe left with three fingers, then tap Undo at the top of the screen; or tap ↰.

- *Redo the last edit:* Swipe right with three fingers, then tap Redo at the top of the screen; or tap ↱.

- *Hide the onscreen keyboard:* Tap ⌨.

See Select and edit text.

Turn on keyboard sounds

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

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

Turn the onscreen keyboard into a trackpad

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

Slide your finger over the keyboard to move the insertion point.
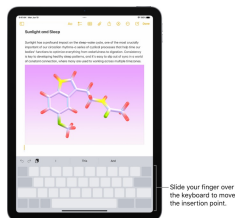
1. Touch and hold the Space bar with one finger until the keyboard turns light gray.

2. To move the insertion point, drag your finger around the keyboard.

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

See Select, cut, copy, and paste text for more ways to select text.

Enter accented letters or other characters while typing

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

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

You can also do any of the following:

- *On a Thai keyboard:* To choose native numbers, touch and hold the related Arabic number.

- *On a Chinese, Japanese, or Arabic keyboard:* Tap a suggested character or candidate at the top of the keyboard to enter it, or swipe left to see more candidates.

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

Move text

1. In a text editing app, select the text you want to move.

2. Touch and hold the selected text until it lifts up, then drag it to another location within the app.
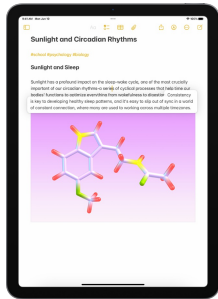
If you change your mind about moving the text, lift your finger before dragging, or drag the text off the screen.

Change keyboard settings

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

1. While typing on the onscreen keyboard, touch and hold ☺ or ⊕, then tap Keyboard Settings. Or go to Settings ◉ > General > Keyboard.

2. Turn the typing features (below All Keyboards) on or off.

Dictate text on iPad

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

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

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

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

Turn on Dictation

1. Go to Settings ◉ > General > Keyboard.

2. Turn on Enable Dictation. If a prompt appears, tap Enable Dictation.

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

If you're using an external keyboard, see Dictate text while using an Apple external keyboard.

Dictate text

1. Tap in the text field to place the insertion point where you want to begin dictating text.
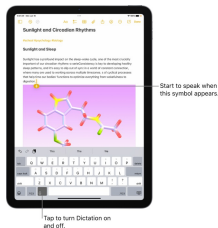
2. Tap 🎤 on the onscreen keyboard (or in any text field where it appears).

3. When ⊛ appears above the insertion point, begin to dictate your text.

4. To insert an emoji or a punctuation mark, or perform simple formatting tasks, do any of the following:

   ○ *Add emoji*: Say the name of an emoji, like "heart emoji" or "car emoji."

   ○ *Add punctuation*: Say the name of the punctuation mark, such as "exclamation point."

     Note: In supported languages, Dictation automatically inserts commas, periods, and question marks as you dictate. To turn off automatic punctuation, go to Settings ◉ > General > Keyboard, then turn off Auto-Punctuation.

   ○ *Change formatting*: Say a formatting command such as "new line" or "new paragraph."

   ○ *Make text changes*: Say a command such as "select …" or "delete …" to make changes to text.

   ○ *Undo or repeat a command*: Say "undo" or "redo" if you change your mind or want to repeat a command.

5. When you're done, tap ⊛ or say "stop dictation"; Dictation stops automatically when you stop speaking for 30 seconds.

For a full list of the commands you can use while dictating, see Commands for dictating text.

When you use a keyboard for another language, you can use Dictation in that language as well. See Add or change keyboards.

Turn off Dictation

1. Go to Settings ⚙ > General > Keyboard.

2. Turn off Enable Dictation.

Commands for dictating text on iPad

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

Punctuation

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

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

Format text

Command	Result
Cap	Capitalize the next word
Caps on … caps off	Capitalize the first character of each enclosed word
All caps	Make the next word all uppercase

Command	Result
All caps on … all caps off	Make the enclosed words all uppercase
No caps on … no caps off	Make the enclosed words all lowercase
No space	Eliminate the space between two words (not available for all languages)
No space on … no space off	Run a series of words together (not available for all languages)
New paragraph	Start a new paragraph
New line	Start a new line

Change, insert, and delete text

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

The commands above are available in U.S. English on supported models.

Insert emoji

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

Command	Result
Smiley emoji	😊
Halo emoji	😇
Laugh out loud emoji	🤣
Heart eyes emoji	😍

Command	Result
Amazing emoji	🤩
Yum emoji	😋
Congrats emoji	🥳
Goofy emoji	😜
Sick emoji	🤒
Scream emoji	😱
Hug emoji	🤗
Fingers crossed emoji	🤞
Purple heart emoji	💜
Cheers emoji	🥂
Celebrate emoji	🎉
Speech balloon emoji	💬
Puppy emoji	🐶

Command	Result
Music emoji	🎵🎶
Rainbow emoji	🌈
Present emoji	🎁

Move the iPad onscreen keyboard

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

Use a floating keyboard

You can make the onscreen keyboard float and move it anywhere on the screen by dragging from the bottom of the screen.
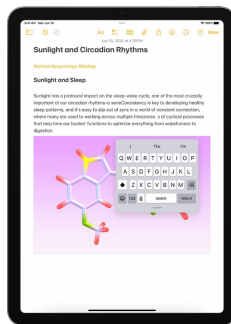
1. Tap in a text field to open the onscreen keyboard.

2. Touch and hold ⌨, slide your finger to Floating, then release. A miniature version of the keyboard opens, which you can drag and place anywhere on the screen.

3. Tap keys or type by sliding from one letter to the next without lifting your finger (not available for all languages).

4. To return the keyboard to full width, pinch the floating version open.

Turn Split Keyboard on

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

- Go to Settings ⚙ > General > Keyboard, then turn Split Keyboard on or off.

- Touch and hold ☺ or 🌐, tap Keyboard Settings, then select Split Keyboard.

Split the keyboard

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

- *Split the keyboard:* Touch and hold ⌨, slide your finger to Split, then release.

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

Undock the keyboard

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

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

2. Touch and hold ⌨, slide your finger to Undock, then release.

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

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

Select, cut, copy, and paste text on iPad

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

Select and edit text

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

   - *Select a word:* Double-tap with one finger.

   - *Select a paragraph:* Triple-tap with one finger.

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

   Move the grab points to adjust the selection.
   Tap to cut, copy, or paste selected text.

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

   - *Cut:* Tap Cut or pinch closed with three fingers two times.

   - *Copy:* Tap Copy or pinch closed with three fingers.

   - *Paste:* Tap Paste or pinch open with three fingers.

   - *Replace:* View suggested replacement text, or have Siri suggest alternative text.

   - *Format:* Format the selected text.

   - ▶ View more options.

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

Insert text by typing

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

   - Tap where you want to add text.

   - Touch and hold to magnify the text, then move the insertion point by dragging it.
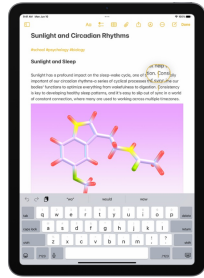
   Note: To navigate a long document, touch and hold the right edge of the document, then drag the scroller to locate the text you want to revise.

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

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

Use predictive text on iPad

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

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

- "My number is" followed by a space, your phone number appears as an option

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

Apply inline text predictions

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

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

Note: Inline predictive text may not be supported in your language. See iOS and iPadOS Feature Availability.

Apply predictive text

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

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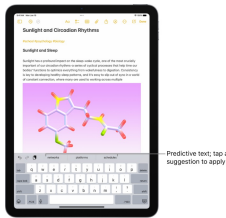
Note: When you accept a suggested word, a space is automatically entered after the suggestion. If you enter a comma, period, or other punctuation, that space is automatically deleted.

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

Turn predictive text off or on

- *With an onscreen keyboard:* Touch and hold ☺ or ⊕, tap Keyboard Settings, then turn Predictive Text off or on.

- *With an external keyboard:* Go to Settings ◉ > General > Keyboard, then turn off Predictive Text.

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

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

Save keystrokes with text replacements on iPad

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

Create a text replacement

1. Do one of the following:

   - *With an onscreen keyboard:* Touch and hold ☺ or ⊕, tap Keyboard Settings, then tap Text Replacement.

   - *With an external keyboard:* Go to Settings ◉ > General > Keyboard, then tap Text Replacement.

2. Tap + at the top right.

3. Type a phrase in the Phrase field and the text shortcut you want to use for it in the Shortcut field.

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

1. Go to Settings ◉ > General > Keyboard, then tap Text Replacement.

2. Tap + at the top right, then enter your word or phrase in the Phrase field, but leave the Shortcut field blank.

Create a text replacement for word and input pairs

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

Shortcuts are available for the following:

- *Simplified Chinese:* Pinyin

- *Traditional Chinese:* Pinyin and Zhuyin

- *Japanese:* Romaji and Kana

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

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

Reset your personal dictionary

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

2. Tap Reset Keyboard Dictionary.

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

Add or change keyboards on iPad

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

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

Add or remove a keyboard for another language

1. Go to Settings ◉ > General > Keyboard.

2. Tap Keyboards, then do any of the following:

   - *Add a keyboard:* Tap Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.

   - *Remove a keyboard:* Tap Edit, tap ⊖ next to the keyboard you want to remove, tap Delete, then tap Done.

   - *Reorder your keyboard list:* Tap Edit, drag ≡ next to a keyboard to a new place in the list, then tap Done.

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

Switch to another keyboard

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

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

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

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

Assign an alternative layout to a keyboard

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

1. Go to Settings ◉ > General > Keyboard > Keyboards.

2. Tap a language at the top of the screen, then select an alternative layout from the list.

Add emoji, Memoji, and stickers with the iPad keyboard

As you type, you can use the iPad keyboard to enter emoji, Memoji, and stickers to express yourself in messages and documents.

Add an emoji, Memoji, or sticker

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

1. Tap a text field, then tap 😊 or ⊕ to switch to the emoji keyboard.
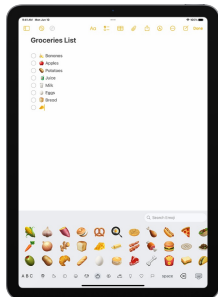
2. Swipe left or right to browse emoji, Memoji, and stickers, or tap a symbol below the emoji keyboard to jump to that category.

   Emoji, Memoji, and stickers you recently used appear in the Frequently Used section of the emoji keyboard.

3. Tap an image to add it to your text field.

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

4. Tap ABC to return to the regular keyboard.

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

If you have an iPad that supports Apple Intelligence and Apple Intelligence is turned on, you can create custom emoji—called Genmoji. Simply describe what you want the Genmoji to look like, or create one of friends and family based on their photos. See Create Genmoji with Apple Intelligence.

Make a sticker with the iPad keyboard

In supported apps, you can make a new sticker from images in your photo library as

you type a message with your iPad keyboard.

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

2. Tap ✎, then tap ⛰.

   To search your photo library, enter a term in the search field at the top of screen, or tap a category such as People or Animals.

3. Tap the photo you want to use, then tap Add Sticker.

   The sticker is automatically added to your sticker collection.

Make or edit Memoji with the iPad keyboard

In supported apps, you can create a Memoji as you type a message with your iPad keyboard. You can also edit, delete, or duplicate a Memoji that you already created.

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

2. Tap ☻, then tap ＋ to make your first Memoji or tap ⋯ to edit, delete, duplicate, or make additional Memoji.

3. Follow the instructions on the screen to make your Memoji, then tap Done.

   The Memoji is automatically added to your Memoji collection.

Take a screenshot on iPad

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

Take a screenshot

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

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

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

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

Take a screenshot with an iPad that has a Home button

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

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

2. Tap the thumbnail to view the screenshot or swipe left to dismiss it.
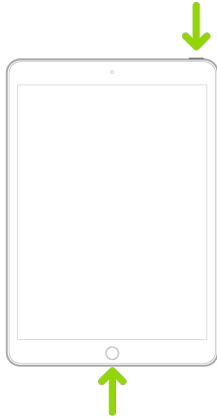
Screenshots are automatically saved to your photo library in the Photos app. To see all of your screenshots in one place, open Photos, then tap Screenshots below Media Types in the Photos sidebar.

Take a full-page screenshot

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

1. Do one of the following:

   - *On an iPad with Face ID:* Quickly press and release the top button and either volume button at the same time.

   - *On an iPad with a Home button:* Quickly press and release the top button and the Home button at the same time.

2. Tap the screenshot thumbnail in the lower-left corner of the screen.

3. Tap Full Page, tap Done, then do one of the following:

   - Tap Save to Photos to save the screenshot in your Photos library.

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

Take a screen recording on iPad

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

1. Swipe down from the top-right corner of the screen to open Control Center.

2. Touch and hold the background of the screen, then tap Add a Control.

3. In the Control Center gallery, tap ◉ to add the screen recording control to Control Center, then tap anywhere on the screen to close the gallery.

   Once you've added the screen recording control to Control Center, you don't need to add it again for future recordings.

4. Tap ◉, then wait for the 3-second countdown to start recording.

5. To stop recording, tap the red circle at the top of the screen, then tap ◉.

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

Note: Screen recordings may include audio as well as video, although some apps might not allow you to record one or the other. You can't record your screen and use screen mirroring at the same time.

Use Markup tools

Write and draw in documents with Markup on iPad

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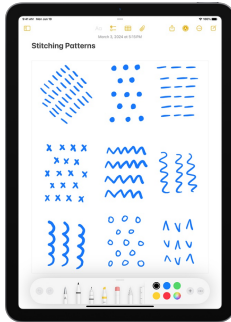
Open the Markup toolbar

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

- *Move the Markup toolbar:* Drag the toolbar to any edge of the screen.

  (Drag from the middle edge of the toolbar closest to the center of the screen.)

- *Automatically minimize the toolbar when you're drawing or entering text:* Tap ☺, then turn on Auto-minimize.

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

- *Hide the toolbar:* Tap ◉ or Done.

Write and draw

1. In a supported app, tap Ⓐ or Markup.

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

   While writing or drawing, do any of the following:

   - *Change the line weight:* Tap the selected drawing tool in the toolbar, then choose an option.

   - *Change the opacity:* Tap the selected drawing tool in the toolbar, then drag the slider.

   - *Change the color:* Tap a color from the color picker in the toolbar, then tap Grid, Spectrum, or Sliders to further adjust your color choice.

   - *Undo:* Tap ⟲.

   - *Draw a straight line:* Tap the ruler tool in the toolbar, then draw a line along the edge of the ruler.

     - To change the angle of the ruler, touch and hold the ruler with two fingers, then rotate your fingers.

     - To move the ruler without changing its angle, drag it with one finger.

     - To hide the ruler, tap the ruler tool in the toolbar again.

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

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

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

Move or edit handwritten text or drawings

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

   - *Select a word or drawn object:* Double-tap it.

   - *Select a sentence:* Triple-tap it.

   - *Select a paragraph or text block:* Touch and hold the first word, then drag to the last word. To select more precisely, drag slowly.

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

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

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

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

   - *Cut, copy, delete, or duplicate:* Tap an option.

   - *Move:* Touch and hold the content until it lifts up, then drag it to a new location.

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

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

For more ways to edit your handwriting or drawing in Notes, see Add drawings and handwriting.

Erase a mistake

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

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

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

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

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

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

In supported apps, such as Notes and Photos, you can use the Markup tools to add text, shapes, stickers, and image descriptions to your images and documents.
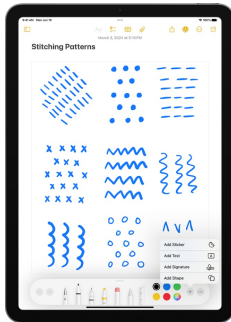
Add text

1. In a supported app tap Ⓐ or Markup.

2. In the Markup toolbar, tap ⊕, then tap Add Text.

3. Tap the text box, then use the keyboard to enter text.

4. To adjust the text's font, size, justification, style, or color, tap the text editing options at the bottom of the Markup toolbar.

5. When you're done, tap outside the text box.

6. To close the Markup toolbar, tap ⊚ or Done.

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

Add and edit typed text

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

1. If the Markup toolbar is open, close it by tapping ⓧ.

2. Do any of the following:

   ○ Tap in the note, then type using the onscreen or wireless keyboard. See Create and format notes.

   ○ Use Apple Pencil and Scribble to enter text. See Enter text with Scribble.

Add a shape

1. In a supported app, tap ⓐ or Markup.

2. In the Markup toolbar, tap ⊕, then tap Add Shape.

3. Tap the shape you want to add, then do any of the following:

   ○ *Move the shape:* Drag it.

   ○ *Resize the shape:* Drag any dot along the shape's outline.

   ○ *Adjust the shape's border color, border width, fill color, and opacity:* Tap an option in the Markup toolbox.

   ○ *Adjust the shape's direction or dimension:* Drag any green dot along the shape's outline.

   ○ *Cut, copy, duplicate, share, or delete:* Tap ☺ next to the shape, then tap an option.

4. When you're done adjusting the shape, tap the screen.

5. To close the Markup toolbar, tap ⓧ or Done.

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

Draw a shape

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

1. In a supported app, tap ⓐ or Markup.

2. In the Markup toolbar, tap the pen, marker, or pencil tool.

3. Draw a shape in one stroke with your finger or Apple Pencil (on supported iPad models), then pause.

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

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

Add a sticker with Markup

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

1. In a supported app, tap ⓐ or Markup.

2. In the Markup toolbar, tap ⊕, then tap Add Sticker.

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

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

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

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

Add custom image descriptions

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

1. In a supported app, tap ⓐ or Markup.

2. In the Markup toolbar, tap ⊕, then tap Description.

3. Enter your description, then tap Done.

Fill out forms, sign documents, and create signatures on iPad

You can fill out forms and sign documents that you receive on your iPad. After you complete a form, you can add your signature and share it with others. You can also use AutoFill to quickly fill out forms with information you saved in the Contacts app. In supported apps, you can use Markup to add your signature to a document or create multiple signatures to use in different images and documents.

Fill out forms and add signatures

1. Go to the file you want to open.

2. Tap the file to open the document.

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

3. Tap ☑, then tap a blank field to enter text using the onscreen keyboard.

4. To fill out another field, tap it, then enter text.

5. To add additional text or add your signature, tap ⊕, then do one of the following:

   ○ *Add text:* Tap Add Text Form Box, drag the text box where you want it on the form, then enter text using the onscreen keyboard.

   ○ *Add your signature:* Tap Add Signature, sign your name with your finger or Apple Pencil, then tap Done. Drag your signature where you want it to appear on the document.

6. When you're done, tap ⬆ to share the completed document using Mail, Messages, or AirDrop.

7. Tap Done to close the document.

Fill out forms with AutoFill

You can use AutoFill to quickly enter your personal information in supported forms and documents, as long as you've completed your My Card in the Contacts app.

1. Go to the file you want to open.

2. Tap the file to open the document.

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

3. Tap ✐, then tap a blank field.

4. Tap an option from your saved contact info to complete the field.

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

5. Tap any field to select it, then tap again to make changes using the onscreen keyboard.

6. Tap Done to close the document.

Add your signature with Markup

In supported apps, such as Notes and Photos, you can use the Markup tools to add your signature to images and documents.

1. In a supported app, tap ⊛ or Markup.

2. In the Markup toolbar, tap ⊕, then tap Add Signature.

3. Use your finger or Apple Pencil to sign your name.

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

4. Tap Done, then make any of the following adjustments:

   ○ *Move the signature:* Drag it.

   ○ *Resize the signature:* Drag any dot along the outline.

   ○ *Change the signature's line weight or color:* Tap an option in the Markup toolbar.

   ○ *Cut, copy, duplicate, share, or delete the signature:* Tap ☺ next to the signature, then tap an option.

5. When you're finished adjusting the signature, tap outside the text box.

Add or delete signatures

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

1. In a supported app, tap ⊛ or Markup.

2. In the Markup toolbar, tap ⊕, then tap Add Signature.

3. Tap Add or Remove Signature, then tap ＋ to create a new signature.

4. Tap the arrow next to New Signature, then tap the type of signature you want to add, such as given name, nickname, or initials.

5. Use your finger or Apple Pencil to sign, then tap Done.

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

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

Live Text recognizes text within your photos, videos, and images you find online. You can interact with this text in multiple ways. You can select text to copy, share, or translate, or you can use quick actions to perform tasks like making a phone call, opening a website, or converting currencies.

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

Turn on Live Text

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

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

2. Turn on Live Text.

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

1. Open a photo or pause a video that contains text.

2. Tap ⊟, then touch and hold the selected text.

3. Use the grab points to select specific text, then do any of the following:

   ○ *Copy Text:* Copy text to paste into another app such as Notes or Messages.

   ○ *Select All:* Select all the text within the frame.

   ○ *Look Up:* Show personalized web suggestions.

   ○ *Translate:* Translate text.

   ○ *Search the web:* Look up the selected text on the web.

   ○ *Share:* Share text using AirDrop, Messages, Mail, or other available options.

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

Perform tasks within a photo or video with quick actions

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

1. Open a photo or pause a video that contains text.

2. Tap ⊟.

3. Tap a quick action at the bottom of the screen.

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

Live Text isn't available in all regions or languages. See iOS and iPadOS Feature Availability.

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

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

Visual Look Up is available on on supported models and can be used in Photos, Safari, Quick Look, and more.
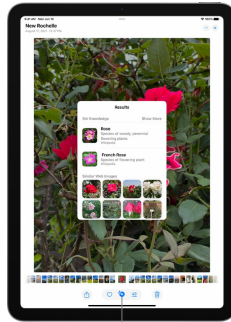
Visual Look Up is available.

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

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

2. Tap the starred Info button, then tap Look Up at the top of the photo information to view the Visual Look Up results.

3. Tap the screen anywhere outside the Visual Look Up results box to close it, then tap ⊗ to close the photo or video info box.

Visual Look Up isn't available in all regions or languages. See iOS and iPadOS Feature Availability.

Lift a subject from the photo background on iPad

You can isolate the subject of a photo or video frame from its background and then copy or share it in other documents and apps.

This feature is available on supported models and can also be used in Photos, Safari, Quick Look, and more.
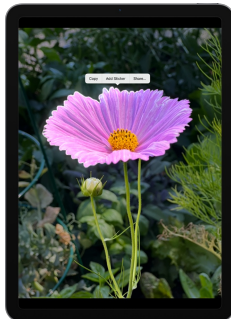
1. Open a photo in full screen, or pause a video on any frame.

2. Touch and hold the subject. When an outline appears around the subject, do one of the following:

   - Continue to touch the subject, then drag the subject into another document.

   - Tap Copy or Copy Subject, then paste the subject into an email, text message, or note.

   - Tap Look Up to learn more about the subject.

   - Tap Add Sticker, then save the sticker to use in photos, email, text messages, and more.

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

Camera

Take photos with your iPad camera

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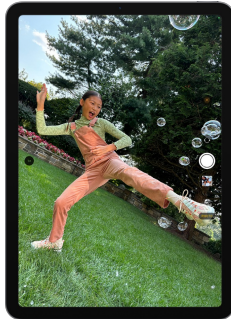
Take a photo

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

1. Open Camera 📷 on your iPad.

2. Tap the Shutter button or press either volume button.

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

Use the timer

You can set a timer on your iPad camera to give yourself time to get in the shot.

1. Open Camera 📷 on your iPad.

2. Tap ⏲, then tap 3s or 10s.

3. Tap the Shutter button to start the timer.

Turn the flash on and off

You can control the flash on iPad models that support True Tone Flash.

1. Open Camera 📷 on your iPad.

2. Tap ⚡, then tap Auto, On, or Off.

Zoom in or out

1. Open Camera 📷 on your iPad.

2. Do one of the following:

    ○ Pinch the screen to zoom in or out.

    ○ Tap 1x on the left side of the screen.

    ○ Drag the slider on the left side of the screen up or down.

    ○ Touch and hold the zoom controls on the left side of the screen, then drag the slider right or left.

Take a panorama photo

1. Open Camera 📷 on your iPad.

2. Choose Pano mode, then tap the Shutter button.

3. Pan slowly in the direction of the arrow, keeping it on the center line.
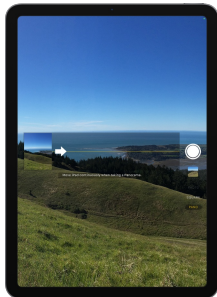
4. To finish, tap the Shutter button again.

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

Capture action shots with Burst mode

Use Burst mode with your iPad camera to capture photos of a moving subject, or when you want to take multiple high-speed photos so that you have a range of photos to choose from. You can take Burst photos with the front and rear cameras.

1. Open Camera 📷 on your iPad.

2. Choose Photo or Square mode.

3. Touch and hold the Shutter button to take rapid-fire photos.

    The counter shows how many shots you took.

4. Lift your finger to stop.

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

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

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

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

Take Live Photos with your iPad camera

A Live Photo captures what happens just before and after you take a photo, including the audio. You take a Live Photo just like you do a normal photo.

Take a Live Photo

1. Open Camera ◉ on your iPad.

2. Make sure Camera is set to Photo mode and that Live Photo is turned on.

   Note: Live Photo is on by default. When it's on, you see the Live Photo button ◎ in yellow on the right side of the screen.

3. Tap the Shutter button to take a Live Photo.

4. To play the Live Photo, tap the photo thumbnail below the Shutter button, then touch and hold the screen.

Live Photos are automatically saved in your photo library in the Photos app. To add effects such as bounce and loop to Live Photos, see Add effects to a Live Photo.

Turn off Live Photos

1. Open Camera ◉ on your iPad.

2. Make sure Camera is set to Photo mode.

3. Tap the Live Photo button ◎ on the right side of the screen so that a slash appears through the button.

If you've already taken a Live Photo and want to turn the effect off, see Make Live Photo edits.

Take a selfie with your iPad camera

Use your iPad camera to take a photo of yourself (a selfie). You can take selfies in Photo mode, Portrait mode, Video mode, or Square mode.

Take a selfie

1. Open Camera ◉ on your iPad.

2. Switch to the front camera by tapping ◉ or ▣ (depending on your model).

3. Hold your iPad in front of you.

4. Tap the Shutter button or press either volume button to take the shot.

Mirror the front camera

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

To turn the flash on or off, tap ⚡, then choose Auto, On, or Off.

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

Take a selfie in Portrait mode with your iPad camera

On [supported models](#), you can use Portrait mode when you take a selfie with the front camera. This effect keeps your face sharp while creating a beautifully blurred foreground and background. Depending on your iPad model, you can also apply Portrait Lighting effects and adjust the level of the background blur.

Take a selfie in Portrait mode

1. Open Camera ▣ on your iPad.

2. Choose Portrait mode.

3. Hold your iPad in front of you, then frame yourself in the portrait box.

4. Tap the Shutter button to take the shot.

Change the Portrait Lighting effect

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

1. Open Camera ▣ on your iPad.

2. Choose Portrait mode.

3. Hold your iPad in front of you, then frame yourself in the portrait box.

4. Drag ⬡ to choose a lighting effect:

   - *Natural Light:* The face is in sharp focus against a blurred background.

   - *Studio Light:* The face is brightly lit, and the photo has an overall clean look.

   - *Contour Light:* The face has dramatic shadows with highlights and lowlights.

   - *Stage Light:* The face is spotlit against a deep black background.

   - *Stage Light Mono:* The effect is similar to Stage Light, but the photo is in classic black and white.

   - *High-Key Light Mono:* Creates a grayscale subject on a white background—iPad Pro 11-inch (2nd generation and later) and iPad Pro 12.9-inch (4th generation and later) only.

5. Tap the Shutter button to take the shot.

Adjust Depth Control in Portrait mode selfies

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

1. Open Camera ▣ on your iPad.

2. Choose Portrait mode.

3. Hold your iPad in front of you, then frame yourself in the portrait box.

4. Tap ◉ on the right side of the screen.

   The Depth Control slider appears on the right.

5. Drag the slider up or down to adjust the effect.

6. Tap the Shutter button to take the shot.

After you take a selfie in Portrait mode, you can use the Depth Control slider in the Photos app to further adjust the level of background blur. See Blur the background in portraits.

Record videos with your iPad camera

Use your iPad camera to record videos including slow-motion and time-lapse.

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

Record a video

1. Open Camera 🔲 on your iPad.

2. Choose Video mode.

3. Tap the Record button or press either volume button to start recording. While recording, you can do the following:

   ○ Pinch the screen to zoom in and out.

   ○ To zoom more precisely, touch and hold 1x, then drag the slider (on supported models).

4. Tap the Record button or press either volume button to stop recording.

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

Record HD or 4K video

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

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

1. Go to Settings 🔲 > Camera > Record Video.

2. Select from the list of video formats and frame rates that your iPad supports.

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

Use quick toggles to change video resolution and frame rate

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

Record a slow-motion video

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

1. Open Camera 🔲 on your iPad.

2. Choose Slo-mo mode.

3. Tap the Record button or press either volume button to start and stop recording.

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

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

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

Capture a time-lapse video

1. Open Camera 📷 on your iPad.

2. Choose Time-lapse mode.

3. Set up your iPad where you want to capture a sunset, traffic flowing, or other experience over a period of time.

4. Tap the Record button to start recording; tap it again to stop recording.

Adjust Auto FPS settings

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

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

- *On iPad (9th generation), iPad Pro 11-inch (1st generation and 2nd generation), and iPad Pro 12.9-inch (3rd generation and 4th generation):* Turn on Auto Low Light FPS.

- *On iPad (10th generation), iPad mini (A17 Pro), iPad mini (6th generation), iPad Air (4th generation and later), iPad Pro 11-inch (3rd generation and later), and iPad Pro 12.9-inch (5th generation and later):* Tap Auto FPS, then apply Auto FPS to 30-fps video only or to both 30- and 60-fps video.

Lock the white balance setting

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

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

Change advanced camera settings on your iPad

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

Adjust the focus and exposure

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

1. Open Camera 📷 on your iPad.

2. Tap the screen to show the automatic focus area and exposure setting (in yellow).

3. Tap where you want to move the focus area.

4. Next to the focus area, drag ☀ up or down to adjust the exposure.

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

Use a grid to straighten your shot

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

After you take a photo, you can use the editing tools in the Photos app to further align shots and adjust horizontal and vertical perspective. See Straighten a photo or video and adjust its perspective.

Save camera settings

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

- Go to Settings ◉ > Camera > Preserve Settings.

Adjust the shutter volume

1. Open Camera ◉ on your iPad.

2. Open Control Center, then drag ◀» up or down.

3. Tap the screen outside of Control Center to go back to Camera.

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

   Note: In some countries and regions, you can't mute the shutter sound.

Turn Scene Detection off and on

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

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

Turn Lens Correction off and on

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

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

Adjust HDR camera settings on iPad

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

Turn off automatic HDR

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

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

- On earlier iPad models, tap 🅷🅳🆁 on the camera screen to manually turn it on or off.

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

View, share, and print photos on iPad

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

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

View your photos

1. Open Camera 🄲 on your iPad.

2. Tap the thumbnail image below the Shutter button.

3. Swipe right to see the photos you've taken recently.

   Tap the screen to show or hide the controls.

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

Share and print your photos

1. While viewing a photo on your iPad, tap ⬆.

2. To share your photo, select an option such as AirDrop, Mail, or Messages.

3. To print your photo, swipe up to select Print from the list of actions.

See Use AirDrop to send items to nearby devices.

See the Apple Support article Use AirPrint to print from your iPhone or iPad.

Upload photos and keep them up to date across devices

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

Use Live Text with your iPad camera

On supported models, use your iPad camera to copy, share, look up, and translate text that appears within the camera frame. Camera also provides quick actions to easily call phone numbers, visit websites, convert currencies, and more, based on the text that appears in the frame.

1. Open Camera 🄲 on your iPad.

2. Position your iPad so the text appears within the camera frame.

3. After the yellow frame appears around detected text, tap ▤.

4. Touch and hold the text, then use the grab points to select specific text and perform any of the actions below:

   - *Copy:* Copy text to paste into another app such as Notes or Messages.

   - *Select All:* Select all the text within the frame.

   - *Look Up:* Show personalized web suggestions.

   - *Translate:* Translate text.

   - *Search Web:* Look up the selected text on the web.

   - *Share:* Share text using AirDrop, Messages, Mail, or other available options.

     Tip: Depending on the content, you can tap a quick action at the bottom of the screen to do things like make a phone call, visit a website, start an email, convert currencies, and more.

5. Tap 🟡 to return to Camera.

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

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

Scan a QR code with your iPad camera

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

Use the camera to read a QR code

1. Open Camera 🔲 on your iPad.

2. Position iPad so that the code appears on the screen.

3. Tap the notification that appears on the screen to go to the relevant website or app.

Open the Code Scanner from Control Center

1. Go to Settings ⚙ > Control Center, then tap ➕ next to Code Scanner.

2. Open Control Center, tap the Code Scanner, then position iPad so that the code appears on the screen.

3. To add more light, tap the flashlight to turn it on.

Scan documents with your iPad camera

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

1. Open Camera 📷 on your iPad.

   Make sure Camera is in Photo mode.

2. Position iPad so the document appears on the screen, then tap Scan Document; iPad automatically captures the page.

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

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

3. Repeat the step above to scan additional pages.

4. Tap the thumbnails at the bottom of the screen to crop, rotate, or adjust the coloring of the scan.

5. Tap Save, then choose one of the following:

   - *Save the scan in the Files app:* Tap Done, tap Save to Files, then tap Save.

   - *Share the scan using AirDrop, Mail, Messages, or another app:* Tap ⬆, then tap a share method.

   - *Delete the scan:* Tap Done, then tap Delete.

All iPad models support document scanning in the Notes app. See Scan a document into a note.

Apps

App Store

Get apps in the App Store on iPad

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

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

Find apps

1. Go to the App Store app 🅐 on your iPad.

2. Tap any of the following:

- *Today:* Browse featured stories, apps, and in-app events.

- *Games:* Find your next game across dozens of categories including action, adventure, racing, puzzles, and more.

- *Apps:* Explore new releases, see the top charts, or browse by category.

- *Arcade:* Enjoy the curated collection of premium games from Apple Arcade (subscription required) without ads or in-app purchases.

- *Search:* Enter what you're looking for, then tap Search on the keyboard. You can also explore different categories or browse the suggested apps.

3. Tap an app to see the following information and more:

- Screenshots or previews

- In-app events and offers

- Ratings and reviews

- Supported languages

- Game Center and Family Sharing support

- Compatibility with other Apple devices

- File size

- Privacy information; see Control access to information in apps

Say something like: "Search the App Store for cooking apps." Learn how to use Siri.

Buy and download an app

1. Go to the App Store app 🄰 on your iPad.

2. Navigate to the app you want, then tap Get (if the app is free) or the price.

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

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

   Purchases are made with the payment method associated with your Apple Account.

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

Get the App Store widget

See stories, collections, and in-app events right on your Home Screen. See Add, edit, and remove widgets.

Share or give an app

1. Go to the App Store app 🄰 on your iPad.

2. Tap the app you want to share or give to see its details.

3. Tap ⬆, then choose a sharing option or tap Gift App (not available for all apps).

Redeem or send an Apple Gift Card

1. Go to the App Store app ⬛ on your iPad.

2. Tap ⬤ or your picture at the top right.

3. Tap one of the following:

   - Redeem Gift Card or Code

   - Send Gift Card by Email

Play games

Subscribe to Apple Arcade on iPad

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

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

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

Subscribe to Apple Arcade

1. Go to the App Store app ⬛ on your iPad.

2. Tap Arcade, then tap the subscription button.

3. Review the free trial (if eligible) and subscription details, then follow the onscreen instructions.

Share Apple Arcade with family members

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

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

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

Play Apple Arcade games on your Apple devices

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

See the Apple Support article Access your Apple Arcade gameplay data on all of your devices.

Change or cancel your Apple Arcade subscription

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

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

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

Find and download games from the App Store on iPad

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

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

Browse and search for games

You can browse, search for specific games, and see details such as ratings, reviews, and supported languages.

1. Go to the App Store app 🅐 on your iPad.

2. Tap any of the following:

   - *Games:* Explore new releases, see the top charts, or browse by category.

   - *Arcade:* Enjoy the curated collection of premium games from Apple Arcade (subscription required) without ads or in-app purchases.

   - *Search:* Tap the search bar, enter what you're looking for, then tap Search on the keyboard.

3. Tap a game to see the following information and more:

   - Screenshots or previews

   - In-app events and offers

   - Ratings and reviews

   - Supported languages

   - Game Center and game controller support

   - Compatibility with other Apple devices

   - File size

   - Privacy information; see Control access to information in apps

Buy and download a game

1. Go to the App Store app Ⓐ on your iPad.

2. Navigate to the game you want, then tap the price. If the game is free, tap Get.

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

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

   Purchases are made with the payment method associated with your Apple Account.

Use Game Center to play with friends on iPad

With Game Center, you can send friend requests, manage your user profile, earn achievements, compete on leaderboards, and play with friends during a FaceTime call. You can use Game Center to access supported games across all your Apple devices.

Set up your Game Center profile

1. Go to Settings ◉ > Game Center, then sign in to your Apple Account.

2. To choose a nickname that your friends will see when you play games together, tap Nickname, then enter a name or choose one of the suggestions.

3. To personalize your avatar, tap Edit Avatar, then create a new Memoji, use an existing Memoji, or customize how your initials appear.

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

Add friends

1. Go to Settings ◉ > Game Center.

2. Tap Invite Friends, then choose a suggested contact or find a contact by entering their name.

3. Recipients can respond to friend requests in any of the following ways:

   ◦ In Messages, tap the link.

   ◦ Go to Settings > Game Center > Friend Requests.

You can also add a friend in the Contacts 🖼 app. Open their contact card, then tap Add Friend on Game Center.

Get friend suggestions and see what they're playing

In the App Store, you can invite your contacts to connect on Game Center and see your friends' recent activity.

1. Go to the App Store app Ⓐ on your iPad.

2. Tap Games or Arcade (if you subscribe to Apple Arcade).

3. Scroll down to Game Center to see Friends are Playing, Recent Activity, or Friend Suggestions.

You can also see your friends' profiles and recent activity by going to Settings ◉ > Game Center > All Friends.

Play games with friends using SharePlay

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

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

See Use SharePlay to watch, listen, and play together.

Report a user or remove a friend

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

1. Go to Settings ◉ > Game Center > All Friends.

2. Tap the friend you want to report or remove, tap ☺, then choose Report User or Remove Friend.

Manage Game Center settings and restrictions

You can view friends, accept or decline requests, manage privacy settings, and set restrictions.

1. Go to Settings ◉ > Game Center, then do any of the following:

   - *View friends:* Tap All Friends.

   - *Accept or decline friend requests:* Tap Friend Requests.

   - *Allow or disallow apps to access your list of Game Center friends:* Tap Share Friends List.

   - *Allow Game Center friends to find you with the email and phone number associated with your Apple Account:* Turn on Help Friends Find You.

   - *Manage activity sharing:* Choose Everyone, Friends Only, or Only You to specify who can see your profile, achievement progress, leaderboard updates, and recently played games.

   - *Allow invitations from nearby players:* Turn on Nearby Players to allow nearby Game Center players in the same game to invite your to a multiplayer game over Wi-Fi or Bluetooth.

2. Go to Settings ◉ > Screen Time > Content & Privacy Restrictions, then turn on Content & Privacy Restrictions.

3. Tap App Store, Media, Web & Games, scroll down to Game Center, then set any of the following restrictions:

   - Multiplayer Games

   - Adding Friends

   - Connect with Friends

   - Screen Recording

   - Nearby Multiplayer

   - Private Messaging

   - Profile Privacy Changes

   - Avatar & Nickname Changes

Connect a game controller to iPad

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

Pair a Bluetooth game controller

1. Follow the instructions that came with the controller to put it in discovery mode.

2. On iPad, go to Settings ◉ > Bluetooth, turn on Bluetooth, then tap the name of the device.

See the Apple Support article Connect a wireless game controller to your Apple device.

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

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

Customize the game controller buttons

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

1. Go to Settings ◉ > General > Game Controller.

2. Tap the buttons you want to change.

3. To customize for a specific app, tap Add App.

Add a second game controller and get help from a friend

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

1. Connect two compatible game controllers to iPad through Bluetooth or the Lightning or USB-C connector.

2. Go to Settings ◉ > General > Game Controller > Buddy Controller.

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

Use App Clips on iPad

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

NFC integrated   Scan only
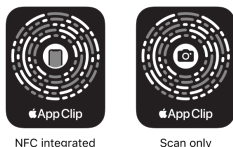
Get and use an App Clip

1. Get an App Clip from any of the following:

   - *App Clip Code or QR code:* Scan the code using the iPad camera or Code Scanner in Control Center.

   - *Maps:* Tap the App Clip link on the information card (for supported locations).

   - *Safari or Messages:* Tap the App Clip link.

2. When the App Clip appears on the screen, tap Open or Play.

In supported App Clips, you can use Sign in with Apple, then make a payment using Apple Pay.

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

Find an App Clip you used on iPad

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

Remove App Clips

- *Remove a specific App Clip:* Go to App Library, tap the search field at the top of the screen, enter the name of the App Clip, then touch and hold the app icon.

- *Remove all App Clips:* Go to Settings ◉ > App Clips.

Update apps from the App Store on iPad

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

Turn off automatic app updates

1. Go to Settings ◉ > App Store.

2. Turn off App Updates.

Manually update apps

1. Go to the App Store app 🅰 on your iPad.

2. Tap ⊙ or your picture at the top right.

3. Scroll down, then tap Update next to apps you want to update, or tap Update All.

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

View or cancel app subscriptions on iPad

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

View and manage your subscriptions

1. Go to Settings ◉ > [*your name*] > Subscriptions.

2. Do any of the following:

   ○ Change an existing subscription.

   ○ Renew an expired subscription.

   ○ Share an eligible subscription with other family members in your Family Sharing group.

   ○ Turn on Renewal Receipts.

Cancel a subscription

1. Go to Settings ◉ > [*your name*] > Subscriptions.

2. Tap a subscription, then tap Cancel Subscription or Cancel All Services.

Manage App Store purchases, settings, and restrictions on iPad

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

View and redownload your apps

1. Go to the App Store app 🅐 on your iPad.

2. Tap ⊕ or your picture at the top right, then tap Apps.

3. Tap My Apps or choose a family member (if you're in a Family Sharing group).

4. Find the app you want to download (if it's still available in the App Store), then tap ⟱.

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

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

1. Go to the App Store app 🅐 on your iPad.

2. Tap ⊕ or your picture at the top right, then tap Purchase History.

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

3. To narrow the results, enter the name, price, or order ID in the search field.

4. To change the search criteria, tap "Last 90 Days, Paid," then set any of the following:

   ○ Date range

   ○ Cost (free or paid)

   ○ Type

   ○ Family member (available if you're the organizer of a Family Sharing group)

Share and approve purchases with Family Sharing

If you're in a Family Sharing group, you can view and download eligible apps purchased by other family members.

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

The family organizer can review and approve eligible purchases made by other family members under a certain age. See Turn on Ask to Buy.

Change your App Store settings

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

- *Automatically download apps purchased on your other Apple devices:* Below Automatic Downloads, turn on App Downloads.

- *Automatically update apps:* Turn on App Updates.

- *Download in-app content in the background:* Turn on In-App Content to download content before you first open an app.

- *Allow app downloads to use cellular data:* (Wi-Fi + Cellular models) Below Cellular Data, turn on Automatic Downloads. To choose whether you want to be asked for permission for downloads over 200 MB or all apps, tap App Downloads.

- *Automatically play app preview videos:* Turn on Video Autoplay.

- *Automatically remove unused apps:* Turn on Offload Unused Apps. You can reinstall an app at any time if it's still available in the App Store.

Set content restrictions and prevent in-app purchases

After you turn on content and privacy restrictions, do the following.

1. Go to Settings ◉ > Screen Time > Content & Privacy Restrictions, then turn on Content & Privacy Restrictions.

2. Tap App Store, Media, Web & Games.

3. Choose age-appropriate restrictions such as the following:

   - *Apps:* Restrict apps by age ratings.

   - *App Clips:* Prevent App Clips from opening.

Install and manage fonts on iPad

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

Install fonts

1. Go to the App Store app 🅰 on your iPad.

2. Get an app containing fonts.

3. Open the app to install the fonts.

Manage fonts

Go to Settings ◉ > General, then tap Fonts.

Books

Buy books and audiobooks on iPad

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

1. Go to the Books app ▣ on your iPad.

2. Tap Book Store or Audiobook Store to browse titles, or tap Search to look for a specific title, author, series, or genre.

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

3. Tap a book cover to see more details, read a sample, listen to a preview, or mark as Want to Read.

4. Tap Buy to purchase a title, or tap Get to download a free title.

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

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

When you purchase access to movies, TV shows, music, music videos, ebooks, audiobooks, or ringtones from Apple, you also have the option to permanently download these items to a compatible iPhone, iPad, Mac, or PC. Apple cannot revoke your downloaded content, and you can always access your downloaded content without an internet connection.

## Read books in the Books app on iPad

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

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

- *Library:* Tap to view all of the books, audiobooks, samples, series, and PDFs you either got from the Book Store or manually added to Books. Tap Collections to see your library sorted into collections, such as Want to Read, My Samples, Audiobooks, Finished, or custom collections you created (see Create a collection).
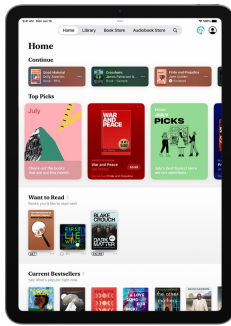
Read a book

1. Go to the Books app ▢ on your iPad.

2. Navigate to a book, tap the cover to open it, then do any of the following:

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

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

    - *Go back to the previous page:* Tap the left margin or swipe left to right.

    - *Go back to previous reading location:* Tap the page, then tap the rounded arrow in the top-left corner of the page. Tap the rounded arrow again, but in the top-right corner, to go back to your current location.

    - *Go to a specific page or location:* Tap the page, tap ☰, then tap Search Book. Enter a word, phrase, or page number, then tap a result.

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

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

    - *Close a book:* Tap the page, then tap ⊗ in the top-right corner, or swipe down from the top of the page (not available if vertical scrolling is on).


Change text and page appearance

1. Go to the Books app ▢ on your iPad.

2. Open a book, then tap ☰ at the bottom of the page.

   You may need to tap the page for ☰ to appear.

3. Tap Themes & Settings, then do any of the following:

  - *Change the font size:* Tap the large A to increase the font size or tap the small A to decrease it.

  - *Turn on vertical scrolling or change the page turn style:* Tap ⊞, then tap Curl, Fast Fade, or Scroll.

    To turn on vertical scrolling when viewing a PDF, tap ᴀA at the top of the screen, then turn on Vertical Scrolling.

  - *Adjust the background mode:* Tap ◐, then tap an option.

  - *Adjust the display brightness:* Touch the brightness bar, then drag your finger in either direction.

  - *Change the page theme:* Tap a page theme such as Quiet or Bold.

  - *Change the font:* Tap Customize, then tap Font. Tap a font name, such as Original or Palatino, to see a preview at the top of the screen. Tap Done to apply the font.

  - *Make the font bold:* Tap Customize, turn on Bold Text, then tap Done.

  - *Customize spacing and justification:* Tap Customize, then below Accessibility & Layout Options, turn on Customize. Drag the sliders left or right to adjust line spacing, character spacing, word spacing, and margins. You can also change the number of text columns on a page and turn Justify Text on or off. Tap Done to apply your changes.

4. Tap ⊗ in the top-right corner or swipe down from the top of the page.

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

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

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

Bookmark a page

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

1. Go to the Books app 📖 on your iPad.

2. Tap a book cover to open it, then tap the page you want to bookmark.

3. Tap ☰ at the bottom of the page.

   You may need to tap the page for ☰ to appear.

4. Tap 🔖; tap it again to remove the bookmark.

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

Share a text selection or book link