



# iPad User Guide

For iOS 8.1 Software

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# iPad at a Glance

# 1

## iPad Overview

This guide describes iOS 8 for:

- iPad 2
- iPad (3rd generation and 4th generation)
- iPad mini (all models)
- iPad Air (all models)

### iPad mini 3





## iPad Air 2

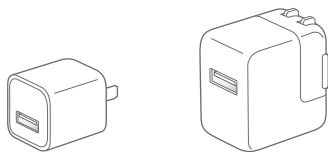


Your features and apps may vary depending on the model of iPad you have, and on your location, language, and carrier. To find out which features are supported in your area, see [www.apple.com/ios/feature-availability](http://www.apple.com/ios/feature-availability).

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

## Accessories

The following accessories are included with iPad:



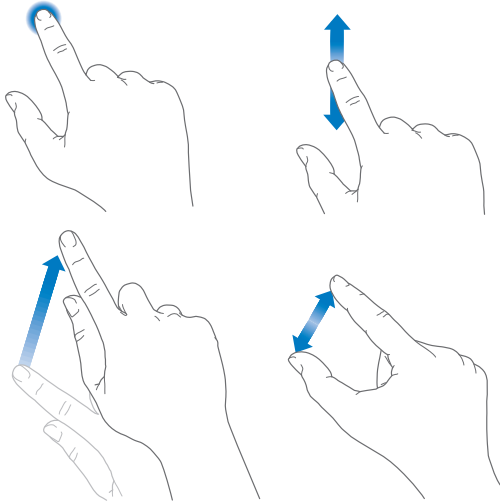
**USB power adapter.** Use with the Lightning to USB Cable or the 30-pin to USB Cable to charge the iPad battery. The size of your adapter depends on the iPad model and your region.



**Lightning to USB Cable.** Use this to connect iPad (4th generation or later) or iPad mini to the USB power adapter or to your computer. Earlier iPad models use a 30-pin to USB Cable.

## Multi-Touch screen

A few simple gestures—tap, drag, swipe, and pinch/stretch—are all you need to use iPad and its apps.



## Sleep/Wake button

You can lock iPad and put it to sleep when you're not using it. Locking iPad puts the display to sleep, saves the battery, and prevents anything from happening if you touch the screen. You still get FaceTime calls, text messages, alarms, and notifications, and can listen to music and adjust the volume.



**Lock iPad.** Press the Sleep/Wake button.

**Unlock iPad.** Press the Home button or the Sleep/Wake button, then drag the slider that appears onscreen.

For additional security, you can require a passcode to unlock iPad. Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models). See [Use a passcode with data protection](#) on page 41.

**Turn iPad on.** Hold down the Sleep/Wake button until the Apple logo appears.

**Turn iPad off.** Hold down the Sleep/Wake button for a few seconds until the slider appears onscreen, then drag the slider.

If you don't touch the screen for two minutes, iPad locks itself. You can change how long iPad waits to lock itself, or set a passcode to unlock iPad.

**Set the auto-lock time.** Go to Settings > General > Auto-Lock.

**Set a passcode.** Go to Settings > Passcode.

An iPad Smart Cover or iPad Smart Case, sold separately, can lock or unlock iPad for you.

**Set your iPad Smart Cover or iPad Smart Case to lock and unlock iPad.** Go to Settings > General, then turn on Lock/Unlock.

## Home button

The Home button takes you back to the Home screen at any time. It also provides other convenient shortcuts.



**Go to the Home screen.** Press the Home button.

On the Home screen, tap an app to open it. See [Start at home](#) on page 21.

**See apps you've opened.** Double-click the Home button when iPad is unlocked, then swipe left or right.

**Use Siri (iPad 3rd generation or later).** Press and hold the Home button. See [Use Siri](#) on page 46.

You can also use the Home button to turn accessibility features on or off. See [Accessibility Shortcut](#) on page 123.

On iPad models with Touch ID, you can use the sensor in the Home button, instead of using your passcode or Apple ID password, to unlock iPad or make purchases in the iTunes Store, App Store, and iBooks Store. See [Touch ID](#) on page 42. You can also use the Touch ID sensor for authentication when using Apple Pay to make a purchase from within an app. See [Apple Pay](#) on page 39.

## Volume buttons and the Side Switch

Use the Volume buttons to adjust the volume of songs and other media, and of alerts and sound effects. Use the Side Switch to silence audio alerts and notifications or to prevent iPad from switching between portrait and landscape orientation. (On iPad models without a side switch, use Control Center.)



**Adjust the volume.** Press the Volume buttons.

- *Mute the sound:* Press and hold the Volume Down button.
- *Set a volume limit:* Go to Settings > Music > Volume Limit.


**WARNING:** For important information about avoiding hearing loss, see [Important safety information](#) on page 150.

**Mute notifications, alerts, and sound effects.** Slide the Side Switch toward the Volume buttons.

The Side Switch doesn't mute the audio from music, podcasts, movies, and TV shows.

**Use the Side Switch to lock the screen orientation.** Go to Settings > General, then tap Lock Rotation.

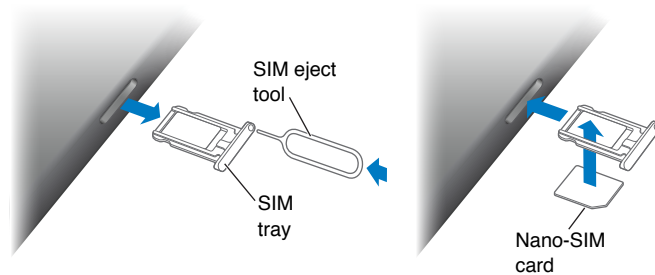
You can also use Do Not Disturb to silence FaceTime calls, alerts, and notifications.

**Set iPad to Do Not Disturb:** Swipe up from the bottom edge of the screen to open Control Center, then tap . Do Not Disturb keeps alerts and notifications from making any sounds or lighting up the screen when the screen is locked. Alarms, however, still sound. If the screen is unlocked, Do Not Disturb has no effect.

To schedule quiet hours, allow FaceTime calls from specific people, or allow repeated FaceTime calls to ring through, go to Settings > Do Not Disturb. See [Do Not Disturb](#) on page 34.

## SIM card tray

The SIM card in iPad Wi-Fi + Cellular models is used for your cellular data connection. If your SIM card isn't installed or if you change carriers, you may need to install or replace the SIM card.



**Open the SIM tray.** Insert a SIM eject tool (sold separately) into the hole on the SIM tray, then press firmly and push the tool straight in until the tray pops out. Pull out the SIM tray to install or replace the SIM card. If you don't have a SIM eject tool, try the end of a small paper clip.

**Important:** A SIM card is required to use cellular services when connecting to GSM networks and some CDMA networks. Your iPad is subject to your wireless service provider's policies, which may include restrictions on switching service providers and roaming, even after conclusion of any required minimum service contract. Contact your wireless service provider for more details. Availability of cellular capabilities depends on the wireless network.

For more information, see [Cellular settings](#) on page 157.

## Status icons

The icons in the status bar at the top of the screen give information about iPad:

| Status icon   |                         | What it means   |
|---|-------------------------|---|
|    | Wi-Fi                   | iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See <a href="#">Connect to Wi-Fi</a> on page 15.  |
|    | Cell signal             | iPad (Wi-Fi + Cellular models) is in range of the cellular network. If there's no signal, "No service" appears.   |
|    | Airplane Mode           | Airplane Mode is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available. See <a href="#">Travel with iPad</a> on page 45.   |
| LTE   | LTE                     | iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G LTE network.  |
| 4G  | 4G                      | iPad (Wi-Fi + Cellular models) is connected to the Internet over a 4G network.  |
| 3G  | 3G                      | iPad (Wi-Fi + Cellular models) is connected to the Internet over a 3G network.  |
| E   | EDGE                    | iPad (Wi-Fi + Cellular models) is connected to the Internet over an EDGE network.   |
| GPRS  | GPRS                    | iPad (Wi-Fi + Cellular models) is connected to the Internet over a GPRS network.  |
|    | Do Not Disturb          | Do Not Disturb is turned on. See <a href="#">Do Not Disturb</a> on page 34.   |
|    | Personal Hotspot        | iPad is providing a Personal Hotspot for other iOS devices. See <a href="#">Personal Hotspot</a> on page 38.  |
|   | Syncing                 | iPad is syncing with iTunes. See <a href="#">Sync with iTunes</a> on page 18.   |
|  | Activity                | There is network or other activity. Some third-party apps use this icon to show app activity.   |
|  | VPN                     | iPad is connected to a network using VPN. See <a href="#">Network access</a> on page 145.   |
|  | Lock                    | iPad is locked. See <a href="#">Sleep/Wake button</a> on page 10.   |
|  | Alarm                   | An alarm is set. See Chapter 14, <a href="#">Clock</a> , on page 90.  |
|  | Screen orientation lock | Screen orientation is locked. See <a href="#">Change the screen orientation</a> on page 23.   |
|  | Location Services       | An app is using Location Services. See <a href="#">Privacy</a> on page 40.  |
|  | Bluetooth®              | <i>Blue or White icon:</i> Bluetooth is on and paired with a device, such as a headset or keyboard.<br><i>Gray icon:</i> Bluetooth is on and paired with a device, but the device is out of range or turned off.<br><i>No icon:</i> Bluetooth is not paired with a device.<br>See <a href="#">Bluetooth devices</a> on page 39. |
|  | Bluetooth battery       | Shows the battery level of a supported paired Bluetooth device.   |
|  | Battery                 | Shows the battery level or charging status. See <a href="#">Charge and monitor the battery</a> on page 44.  |

# Getting Started

# 2

## Set up iPad



**WARNING:** To avoid injury, read [Important safety information](#) on page 150 before using iPad.

**Set up iPad.** Turn on iPad, then follow the Setup Assistant.

The Setup Assistant guides you through the setup process, including:

- Connecting to a Wi-Fi network
- Signing in with or creating a free Apple ID (needed for many features, including iCloud, FaceTime, the App Store, the iTunes Store, and more)
- Entering a passcode
- Setting up iCloud and iCloud Keychain
- Turning on recommended features, such as Location Services
- Activating iPad with your carrier (cellular models)

During setup, you can copy your apps, settings, and content from another iPad by restoring from an iCloud backup or from iTunes. See [Back up iPad](#) on page 156.

**Note:** Find My iPad is turned on when you sign in to iCloud. Activation Lock is engaged to help prevent anyone else from setting up your iPad, even if it is completely restored. Before you sell or give away your iPad, you should reset it to erase your personal content and turn off Activation Lock. See [Sell or give away iPad](#) on page 159.

If you don't have access to a Wi-Fi Internet connection during setup, you can use your computer's Internet connection—just connect iPad to your computer when prompted by the Setup Assistant. For help connecting iPad to your computer, see [Connect iPad to your computer](#) on page 18.

## Sign up for cellular service


If your iPad has an Apple SIM card (available on iPad models with cellular and Touch ID), you can choose a carrier and sign up for cellular service right on iPad. Depending on your home carrier and your destination, you may also be able to travel abroad with iPad and sign up for cellular service with a carrier in the country you're visiting. Not available in all areas and not all carriers are supported; contact your carrier for more information.

**Sign up for cellular service.** Go to Settings > Cellular Data, then tap Set Up Cellular Data and follow the onscreen instructions.

**Set up cellular service in another country.** When traveling to another country you may choose a local carrier rather than roaming. Go to Settings > Cellular Data, tap Choose a Data Plan, then select the plan you want to use.

Apple SIM card kits are available for purchase at Apple Retail locations in countries with participating carriers.

## Connect to Wi-Fi

If  appears at the top of the screen, you're connected to a Wi-Fi network, and iPad reconnects anytime you return to the same location.

**Join a Wi-Fi network or adjust Wi-Fi settings.** Go to Settings > Wi-Fi.

- *Choose a network:* Tap one of the listed networks, then enter the password, if asked.
- *Ask to join networks:* Turn on Ask to Join Networks to be prompted when a Wi-Fi network is available. Otherwise, you must manually join a network when a previously used network isn't available.
- *Forget a network:* Tap ⓘ next to a network you've joined before, then tap Forget this Network.
- *Join other network:* Tap Other, then enter the name of the network. You need to know the network name, security type, and password.

**Set up your own Wi-Fi network.** If you have a new or unconfigured AirPort base station turned on and within range, you can use iPad to set it up. Go to Settings > Wi-Fi, then look for "Set up an AirPort base station." Tap your base station and the Setup Assistant does the rest.

**Manage your AirPort network.** If iPad is connected to an AirPort base station, go to Settings > Wi-Fi, tap ⓘ next to the network name, then tap "Manage this Network." If you haven't yet downloaded AirPort Utility, tap OK to open the App Store, then download it (this requires an Internet connection).

## Apple ID

Your Apple ID is the account you use for just about everything you do with Apple, including storing your content in iCloud, downloading apps from the App Store, and buying music, movies, and TV shows from the iTunes Store.

If you already have an Apple ID, use it when you first set up iPad, and whenever you need to sign in to use an Apple service. If you don't already have an Apple ID, you can create one whenever you're asked to sign in. You only need one Apple ID for everything you do with Apple.

For more information, see [appleid.apple.com](http://appleid.apple.com).

## iCloud

iCloud offers free mail, contacts, calendar, and other features that you can set up simply by signing in to iCloud with your Apple ID, then making sure that the features you want to use are turned on.

**Set up iCloud.** Go to Settings > iCloud. Create an Apple ID if needed, or use your existing one.

iCloud stores your photos and videos, documents, music, calendars, contacts, and more. Content stored in iCloud is pushed wirelessly to your other iOS devices and computers signed into iCloud with the same Apple ID.

iCloud is available on devices with iOS 5 or later, on Mac computers with OS X Lion v10.7.5 or later, and on PCs with iCloud for Windows 4.0 (Windows 7 or Windows 8 is required).

**Note:** iCloud may not be available in all areas, and iCloud features may vary by area. For more information, go to [www.apple.com/icloud](http://www.apple.com/icloud).

iCloud features include:

- *Music, Movies, TV Shows, Apps, and Books:* Automatically get iTunes purchases on all your devices set up with iCloud, or download previous iTunes music and TV show purchases for free, anytime. With an iTunes Match subscription, all your music, including music you've imported from CDs or purchased somewhere other than the iTunes Store, can also be stored in iCloud and played on demand. See [iCloud and iTunes Match](#) on page 67. Download previous App Store and iBooks Store purchases to iPad for free, anytime.
- *Photos:* Use iCloud Photo Library beta to store all your photos and videos in iCloud, and access them from any iOS 8 device using the same Apple ID. Use iCloud Photo Sharing to share photos and videos with just the people you choose, and let them add photos, videos, and comments. See [iCloud Photo Library beta](#) on page 79. See [iCloud Photo Sharing](#) on page 79.
- *Family Sharing:* Up to six family members can share their purchases from the iTunes Store, App Store, and iBooks Store. Pay for family purchases with the same credit card and approve kids' spending right from a parent's device. Plus, share photos, a family calendar, and more. See [Family Sharing](#) on page 35.
- *iCloud Drive:* Safely store your presentations, spreadsheets, PDFs, images, and other documents in iCloud, and access them from your iPad, iPhone, iPod touch, Mac, or PC. See [About iCloud Drive](#) on page 37.
- *Documents in the Cloud:* For iCloud-enabled apps, keep documents and app data up to date across all your devices set up with iCloud.
- *Mail, Contacts, Calendars:* Keep your mail, contacts, calendars, notes, and reminders up to date across all your devices.
- *Safari Tabs:* See the tabs you have open on your other iOS devices and OS X computers. See [Browse the web](#) on page 58.
- *Backup:* Back up iPad to iCloud automatically when connected to power and Wi-Fi. See [Back up iPad](#) on page 156.
- *Find My iPad:* Locate your iPad on a map, display a message, play a sound, lock the screen, temporarily suspend or permanently remove your credit and debit cards in Passbook & Apple Pay settings used for Apple Pay, or remotely wipe your iPad data. Find My iPad includes Activation Lock, which requires your Apple ID and password in order to turn off Find My iPad or erase your device. Your Apple ID and password are also required before anyone can reactivate your iPad. See [Find My iPad](#) on page 43.
- *Find My Friends:* Keep track of your family and friends (when connected to a Wi-Fi or cellular network) using the Find My Friends app. Download the free app from the App Store.
- *iCloud Keychain:* Keep your saved passwords and credit card information up to date on your devices. See [iCloud Keychain](#) on page 42.

You must have an iCloud account and be signed into iCloud to use Apple Pay. See [Apple Pay](#) on page 39.

With iCloud, you get a free email account and 5 GB of storage for your mail, documents, photos, and backups. Your purchased music, apps, TV shows, and books, as well as your photo streams, don't count against your available space.

**Upgrade your iCloud storage.** Go to Settings > iCloud > Storage, then tap Change Storage Plan. For information about upgrading your iCloud storage, see [help.apple.com/icloud](http://help.apple.com/icloud).



**View and download previous purchases, or get purchases shared by your family.**

- *iTunes Store*: You can access your purchased songs and videos in the Music and Videos apps. Or, in the iTunes Store, tap Purchased (P).
- *App Store*: Go to the App Store, then tap Purchased (P).
- *iBooks Store*: Go to iBooks, tap Store, then tap Purchased (P).

**Turn on Automatic Downloads for music, apps, or books.** Go to Settings > iTunes & App Store.

For more information about iCloud, see [www.apple.com/icloud](http://www.apple.com/icloud). For support information, see [www.apple.com/support/icloud](http://www.apple.com/support/icloud).

## Set up other mail, contacts, and calendar accounts

iPad works with Microsoft Exchange, and many of the most popular Internet-based mail, contact, and calendar services.

**Set up another account.** Go to Settings > Mail, Contacts, Calendars.

You can add contacts using an LDAP or CardDAV account, if your company or organization supports it. See [Add contacts](#) on page 88.

For information about setting up a Microsoft Exchange account in a corporate environment, see [Mail, Contacts, and Calendar](#) on page 145.

## Manage content on your iOS devices

You can transfer information and files between iPad and your other iOS devices and computers, using either iCloud or iTunes.

- *iCloud* stores your photos and videos, documents, music, calendars, contacts, and more. It all gets pushed wirelessly to your other iOS devices and computers, keeping everything up to date. See [iCloud](#) on page 15.
- *iTunes* syncs music, videos, photos, and more between your computer and iPad. Changes you make on one device are copied to the other when you sync. You can also use iTunes to copy a file to iPad for use with an app, or to copy a document you've created on iPad to your computer. See [Sync with iTunes](#) on page 18, next.

You can use iCloud or iTunes, or both, depending on your needs. For example, you can use iCloud Photo Stream to automatically keep your contacts and calendars up to date on all your devices, and use iTunes to sync music from your computer to iPad.

**Important:** To avoid duplicates, keep contacts, calendars, and notes in sync using iCloud or iTunes, but not both.

You can also choose to manually manage content from iTunes by selecting that option in the iPad Summary pane. Then you can drag songs or videos from your iTunes library to iPad in iTunes. This is useful if your iTunes library contains more items than can fit on your iPad.

**Note:** If you use iTunes Match, you can manually manage only video.

## Sync with iTunes


Syncing with iTunes copies information from your computer to iPad, and vice versa. You can sync by connecting iPad to your computer with the included USB cable, or you can set up iTunes to sync wirelessly using Wi-Fi. You can set iTunes to sync music, videos, apps, photos, and more. For help syncing iPad, open iTunes on your computer, choose Help > iTunes Help, then select Sync your iPod, iPhone, or iPad.

**Sync wirelessly.** Connect iPad to your computer using the included USB cable. In iTunes on your computer, select iPad, click Summary, then turn on “Sync with this iPad over Wi-Fi.”

If Wi-Fi syncing is turned on, iPad syncs when it’s connected to a power source, both iPad and your computer are on and connected to the same wireless network, and iTunes is open on your computer.

### Tips for syncing with iTunes on your computer

Connect iPad to your computer, select it in iTunes, then set options in the different panes.

- If iPad doesn’t appear in iTunes, make sure you’re using the latest version of iTunes, check that the included cable is correctly connected, then try restarting your computer.
- In the Summary pane, you can set iTunes to sync iPad automatically when it’s attached to your computer. To temporarily override this setting, hold down Command and Option (Mac) or Shift and Control (PC) until you see iPad appear in the iTunes window.
- If you want to encrypt the information stored on your computer when iTunes makes a backup, select “Encrypt iPad backup” in the Summary pane. Encrypted backups are indicated by a lock icon , and a password is required to restore the backup. If you don’t select this option, other passwords (such as those for mail accounts) aren’t included in the backup and you’ll have to reenter them if you use the backup to restore iPad.
- In the Info pane, when you sync mail accounts, only the settings are transferred from your computer to iPad. Changes you make to an account on iPad don’t sync to your computer.
- In the Info pane, click Advanced to select options that let you *replace* the information on iPad with the information from your computer during the next sync.
- In the Music pane, you can sync music using your playlists.
- In the Photos pane, you can sync photos and videos from a supported app or folder on your computer.
- If you use iCloud to store your contacts, calendars, and bookmarks, don’t also sync them to iPad using iTunes.
- If you turn on iCloud Photo Library beta, you can’t use iTunes to sync photos and videos to iPad.

## Connect iPad to your computer

Use the included USB cable to connect iPad to your computer. Connecting iPad to your computer lets you sync information, music, and other content with iTunes. You can also sync with iTunes wirelessly. See [Sync with iTunes](#) on page 18. To use iPad with your computer, you need:

- A Mac with a USB 2.0 or 3.0 port, or a PC with a USB 2.0 port, and one of the following operating systems:
  - OS X version 10.6.8 or later
  - Windows 8, Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later
- iTunes, available at [www.itunes.com/download](http://www.itunes.com/download)



Unless iPad is actively syncing with your computer, you can disconnect it at any time. Look at the top of the iTunes screen on your computer or on iPad to see if syncing is in progress. If you disconnect iPad while it's syncing, some data may not get synced until the next time you connect iPad to your computer.

## Date and time

The date and time are usually set for you based on your location—take a look at the Lock screen to see if they're correct.

**Set whether iPad updates the date and time automatically.** Go to Settings > General > Date & Time, then turn Set Automatically on or off. If you set iPad to update the time automatically, it gets the correct time over the network and updates it for the time zone you're in. Some networks don't support network time, so in some areas iPad may not be able to automatically determine the local time.

**Set the date and time manually.** Go to Settings > General > Date & Time, then turn off Set Automatically.

**Set whether iPad shows 24-hour time or 12-hour time.** Go to Settings > General > Date & Time, then turn 24-Hour Time on or off. (24-Hour Time may not be available in all areas.)

## International settings

Go to Settings > General > Language & Region to set:

- The language for iPad
- The preferred language order for apps and websites
- The region format
- The calendar format
- Advanced settings for dates, times, and numbers

To add a keyboard for another language, go to Settings > General > Keyboard > Keyboards. For more information, see [Use international keyboards](#) on page 147.


## Your iPad name


The name of your iPad is used by iTunes and iCloud.

**Change the name of your iPad.** Go to Settings > General > About > Name.

## View this user guide on iPad

You can view the *iPad User Guide* on iPad in Safari, and in the iBooks app.

**View the user guide in Safari.** In Safari, tap , then tap the iPad User Guide bookmark. Or go to [help.apple.com/ipad](http://help.apple.com/ipad).

- *Add an icon for the guide to the Home screen:* Tap , then tap Add to Home Screen.
- *View the guide in a different language:* Tap Change Language at the bottom of the home page.

**View the user guide in iBooks.** Open iBooks, then search for “iPad user” in the iBooks Store.

For more information about iBooks, see Chapter 24, [iBooks](#), on page 114.

## Tips for using iOS 8

The Tips app helps you get the most from iPad.

**Get Tips.** Open the Tips app. New tips are added weekly.

**Get notified when new tips arrive.** Go to Settings > Notifications > Tips.

# Basics

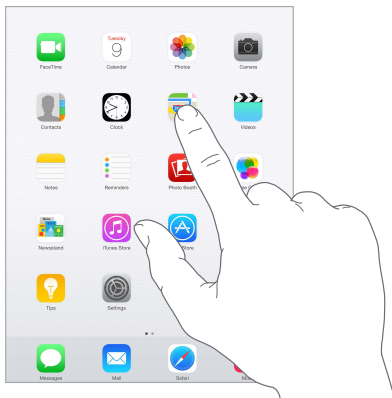
# 3

## Use apps

All the apps that come with iPad—as well as the apps you download from the App Store—are on the Home screen.

## Start at home

Tap an app to open it.

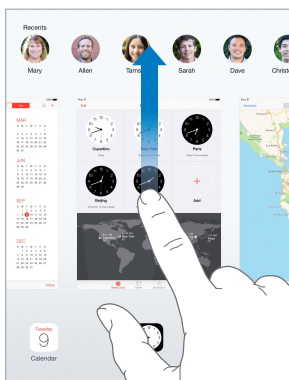


Press the Home button anytime to return to the Home screen. Swipe left or right to see other screens.

## Multitasking

iPad helps you manage several tasks at the same time.

**View contacts and open apps.** Double-click the Home button to reveal the multitasking screen. Swipe left or right to see more. To switch to another app, tap it. To connect with a recent contact, tap the contact's picture or name, then tap your preferred method of communication.



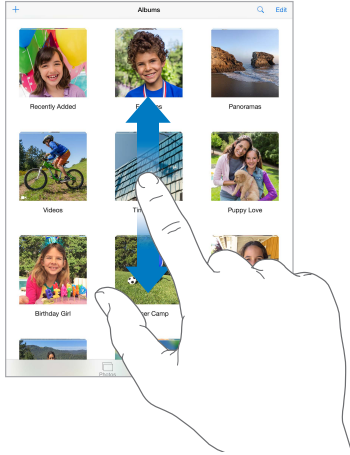
Drag an app up to close it.

**Close an app.** If an app isn't working properly, you can force it to quit. Drag the app up from the multitasking screen. Then try opening the app again.

If you have lots of apps, you can use Spotlight to find and open them. Pull down the center of the Home screen to see the search field. See [Spotlight Search](#) on page 31.

### Look around

Drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop it. Some lists have an index—tap a letter to jump ahead.

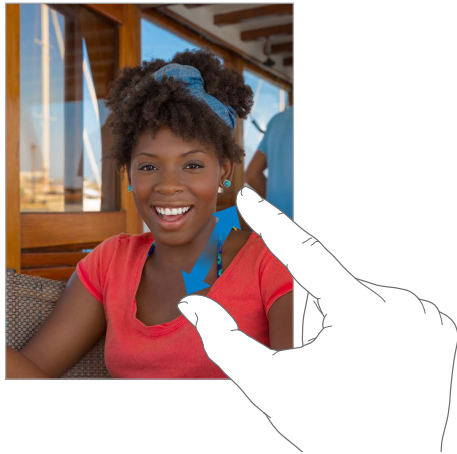


Drag a photo, map, or webpage in any direction to see more.

To quickly jump to the top of a page, tap the status bar at the top of the screen.

### Zoom in or out

Spread a photo, webpage, or map for a close-up—then pinch to zoom back out. In Photos, keep pinching to see the collection or album the photo's in.



Or double-tap a photo or webpage to zoom in, then double-tap again to zoom out. In Maps, double-tap to zoom in, then tap once with two fingers to zoom out.

### Multitasking gestures

You can use multitasking gestures on iPad to return to the Home screen, reveal the multitasking display, or switch to another app.

Return to the Home screen. Pinch four or five fingers together.

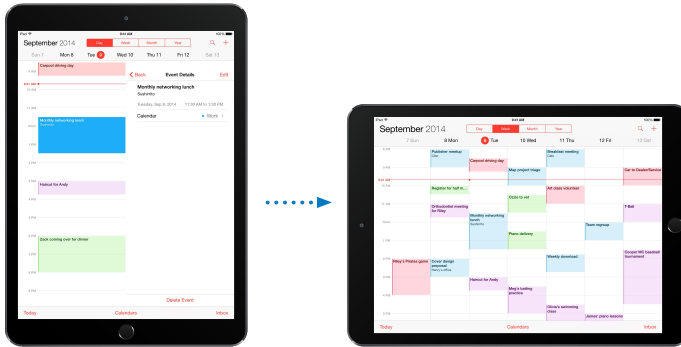
Reveal the multitasking display. Swipe up with four or five fingers.


Switch apps. Swipe left or right with four or five fingers.

Turn multitasking gestures on or off. Go to Settings > General > Multitasking Gestures.

## Change the screen orientation

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




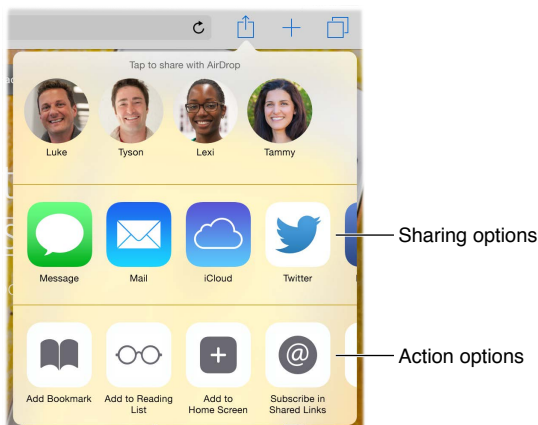
Lock the screen orientation. Swipe up from the bottom edge of the screen to open Control Center, then tap .

The orientation lock icon  appears in the status bar when the screen orientation is locked.

You can also set the Side Switch to lock the screen orientation instead of silencing sound effects and notifications. Go to Settings > General then, under "Use Side Switch to," tap Lock Rotation.


## App extensions



Some apps let you extend the functionality of your apps on iPad. An app extension may appear as a sharing option, action option, a widget in Notification Center, a file provider, or a custom keyboard. For example, if you download Pinterest to iPad, Pinterest becomes another option for sharing when you click .



App extensions can also help you edit a photo or video in your Photos app. For example, you can download a photo-related app that lets you apply filters to photos from your Photos app.

Install app extensions. Download the app from the App Store, open the app, then follow the onscreen instructions.

**Turn sharing or action options on or off.** Tap , then tap More (drag options to the left if necessary). Turn off third-party sharing or action options (they are on by default).

**Organize sharing and action options.** Tap , then tap More (drag icons to the left if necessary). Touch and drag  to rearrange your options.

For more information about Notification Center widgets, see [Notification Center](#) on page 33.

For more information about Sharing options, see [Share from apps](#) on page 34.

## Continuity

### About Continuity features

Continuity features connect iPad with your iPhone, iPod touch, and Mac so they can work together as one. You can start an email or document on iPad, for example, then pick up where you left off on your iPod touch or Mac. Or let iPad use iPhone to make phone calls or send SMS or MMS text messages.

Continuity features require iOS 8 or OS X Yosemite, and work with iPhone 5 or later, iPod touch (5th generation) or later, iPad (4th generation) or later, and supported Mac computers. For more information, see [support.apple.com/kb/HT6337](http://support.apple.com/kb/HT6337).

### Handoff

Pick up on one device where you left off on another. You can use Handoff with Mail, Safari, Pages, Numbers, Keynote, Maps, Messages, Reminders, Calendar, Contacts, and even some third-party apps. For Handoff to work, your devices must be signed into iCloud using the same Apple ID, and they must be within Bluetooth range of one another (about 33 feet or 10 meters).

**Switch devices.** Swipe up from the bottom-left edge of the Lock screen (where you see the app's activity icon), or go to the multitasking screen, then tap the app. On your Mac, open the app you were using on your iOS device.

**Disable Handoff on your devices.** Go to Settings > General > Handoff & Suggested Apps.

**Disable Handoff on your Mac.** Go to System Preferences > General, then turn off Allow Handoff between this Mac and your devices set up with iCloud.

### Phone calls

If your iPhone (with iOS 8) is nearby, you can make and receive phone calls on your other iOS devices and Mac computers. All devices must be on the same Wi-Fi network, and signed into FaceTime and iCloud using the same Apple ID. (On iPhone, make sure Allow Wi-Fi Calls is turned off at Settings > Phone > Wi-Fi Calls.)

**Make a phone call on iPad.** Tap a phone number in Contacts, Calendar, or Safari. You can also tap a recent contact in the multitasking screen.

**Disable iPhone Cellular Calls.** On your iPhone, go to Settings > FaceTime, then turn off iPhone Cellular Calls.

### Messages

If your iPhone (with iOS 8) is signed into iMessage using the same Apple ID as your iPad, you can also send and receive SMS and MMS messages on your iPad. Charges may apply to the text messaging service for your iPhone.



## Instant Hotspot

You can use Instant Hotspot on your iPhone (with iOS 8) or iPad (cellular models with iOS 8) to provide Internet access to your other iOS devices and Mac computers (with iOS 8 or OS X Yosemite) that are signed into iCloud using the same Apple ID. Instant Hotspot uses your iPhone or iPad Personal Hotspot, without you having to enter a password or even turn on Personal Hotspot.

**Use Instant Hotspot.** Go to Settings > Wi-Fi on your iOS device without cellular capabilities, then simply choose your iPhone or iPad network under Personal Hotspots. On your Mac, choose your iPhone or iPad network from your Wi-Fi settings.

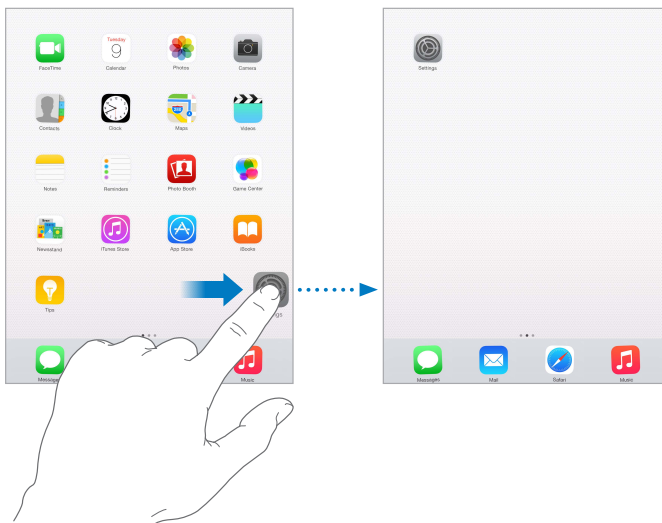
When you're not using the hotspot, your devices disconnect to save battery life. For more information about ways to set up a Personal Hotspot see [Personal Hotspot](#) on page 38.

**Note:** This feature may not be available with all carriers. Additional fees may apply. Contact your carrier for more information.

## Customize iPad

### Arrange your apps

**Arrange apps.** Touch and hold any app on the Home screen until it jiggles, then drag apps around. Drag an app to the edge of the screen to move it to a different Home screen, or to the Dock at the bottom of the screen. Press the Home button to save your arrangement.

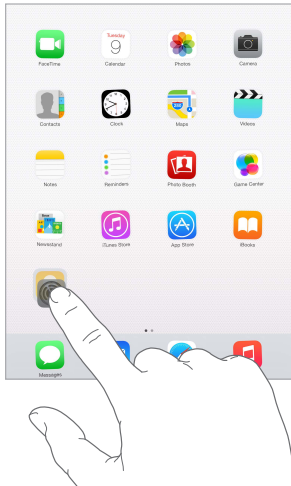


**Create a new Home screen.** While arranging apps, drag an app to the right edge of the rightmost Home screen. The dots above the Dock show which of your Home screens you're viewing.

When iPad is connected to your computer, you can customize the Home screen using iTunes. In iTunes, select iPad, then click Apps.

**Start over.** Go to Settings > General > Reset, then tap Reset Home Screen Layout to return the Home screen and apps to their original layout. Folders are removed and the original wallpaper is restored.

## Organize with folders



**Create a folder.** While arranging apps, drag one app onto another. Tap the name of the folder to rename it. Drag apps to add or remove them. Press the Home button when you finish.

You can have multiple pages of apps in a folder.

**Delete a folder.** Drag out all the apps—the folder is deleted automatically.

## Change the wallpaper

Wallpaper settings let you set an image or photo as wallpaper for the Lock screen or Home screen. You can choose from dynamic and still images.



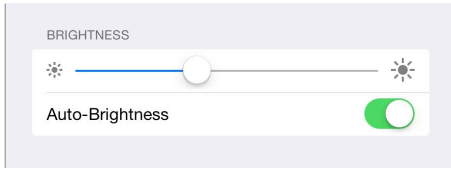
**Change the wallpaper.** Go to Settings > Wallpaper > Choose a New Wallpaper.

When choosing an image for new wallpaper, the Perspective Zoom button determines whether your selected wallpaper is zoomed. For wallpaper you already set, go to the Wallpaper setting, then tap the image of the Lock screen or Home screen to see the Perspective Zoom button.

**Note:** The Perspective Zoom button doesn't appear if Reduce Motion (in Accessibility settings) is turned on. See [Reduce screen motion](#) on page 136.

## Adjust the screen brightness

Dim the screen to extend battery life, or use Auto-Brightness.

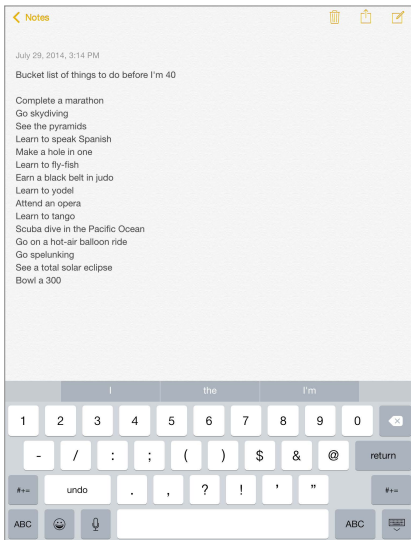


**Adjust the screen brightness.** Go to Settings > Display & Brightness, then drag the slider. If Auto-Brightness is on, iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor. You can also adjust the brightness in Control Center.

## Type text

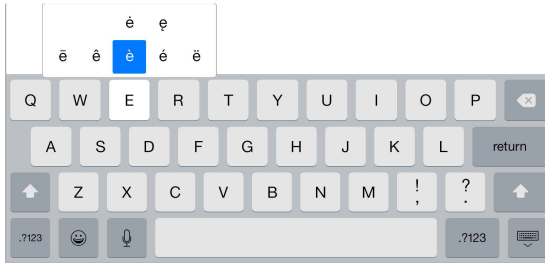
The onscreen keyboard lets you enter text when needed.

### Enter text



Tap a text field to see the onscreen keyboard, then tap letters to type. If you touch the wrong key, you can slide your finger to the correct key. The letter isn't entered until you release your finger from the key.

Tap Shift to type uppercase, or touch the Shift key and slide to a letter. Double-tap Shift for caps lock. To enter numbers, punctuation, or symbols, tap the Number key  $123$  or the Symbol key  $\#+=$ . If you haven't added any keyboards, tap  $\text{😊}$  to switch to the emoji keyboard. If you have several keyboards, tap  $\text{🌐}$  to switch to the last one you used. Continue tapping to access other enabled keyboards, or touch and hold  $\text{🌐}$ , then slide to choose a different keyboard. To quickly end a sentence with a period and a space, just double-tap the space bar.

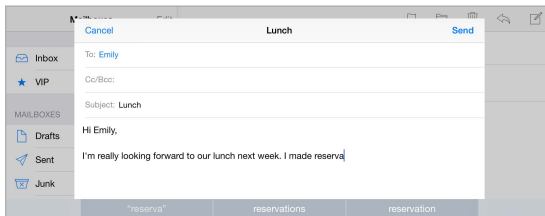


**Enter accented letters or other alternate characters.** Touch and hold a key, then slide to choose one of the options.

**Hide the onscreen keyboard.** Tap the Keyboard key  $\text{📄}$ .

If you see a word underlined in red, tap it to see suggested corrections. If the word you want doesn't appear, type the correction.

As you write, the keyboard predicts your next word (not available in all languages). Tap a word to choose it, or accept a highlighted prediction by entering a space or punctuation. When you tap a suggested word, a space appears after the word. If you enter a comma, period, or other punctuation, the space is deleted. Reject a suggestion by tapping your original word (shown as the predictive text option with quotation marks).



**Hide predictive text.** Pull down the suggested words. Drag the bar up when you want to see the suggestions again.

**Turn off predictive text.** Touch and hold  $\text{😊}$  or  $\text{🌐}$ , then slide to Predictive.

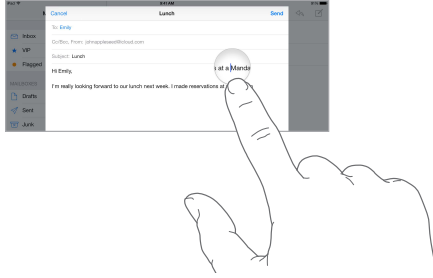
If you turn off predictive text, iPad may still try to suggest corrections for misspelled words. Accept a correction by entering a space or punctuation, or by tapping return. To reject a correction, tap the "x." If you reject the same suggestion a few times, iPad stops suggesting it.

**Set options for typing or add keyboards.** Go to Settings > General > Keyboard.

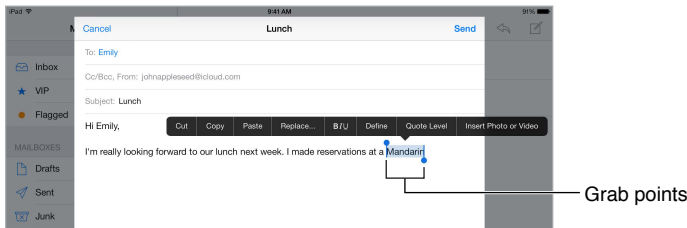
You can also use an Apple Wireless Keyboard to enter text. See [Use an Apple Wireless Keyboard](#) on page 29. To dictate instead of typing, see [Dictate](#) on page 30.

## Edit text

**Revise text.** Touch and hold the text to show the magnifying glass, then drag to position the insertion point.



**Select text.** Tap the insertion point to display the selection options. Or double-tap a word to select it. Drag the grab points to select more or less text. In read-only documents, such as webpages, touch and hold to select a word.

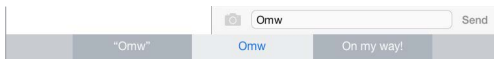


You can cut, copy, or paste over selected text. With some apps, you can also get bold, italic, or underlined text (tap B/I/U); get the definition of a word; or have iPad suggest an alternative. You may need to tap ► to see all the options.

**Undo the last edit.** Shake iPad, then tap Undo.

**Justify text.** Select the text, then tap the left or right arrow (not always available).

## Save keystrokes



A shortcut lets you 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 shortcut.** Go to Settings > General > Keyboard, then tap Shortcuts.

**Have a word or phrase you use and don't want it corrected?** Create a shortcut, but leave the Shortcut field blank.

**Use iCloud to keep your personal dictionary up to date on your other devices.** Go to Settings > iCloud, then turn on iCloud Drive or Documents & Data.


## Use an Apple Wireless Keyboard


You can use an Apple Wireless Keyboard (available separately) to enter text on your iPad. The keyboard connects via Bluetooth, so you must first pair it with iPad.

**Note:** The Apple Wireless Keyboard may not support keyboard features that are on your device. For example, it doesn't anticipate your next word or automatically correct misspelled words.

**Pair an Apple Wireless Keyboard with iPad.** Turn on the keyboard, go to Settings > Bluetooth and turn on Bluetooth, then tap the keyboard when it appears in the Devices list.

Once it's paired, the keyboard reconnects to iPad whenever it's in range—up to about 33 feet (10 meters). When it's connected, the onscreen keyboard doesn't appear.

**Save your batteries.** Turn off Bluetooth and the wireless keyboard when not in use. You can turn off Bluetooth  in Control Center. To turn off the keyboard, hold down the On/off switch until the green light goes off.

**Unpair a wireless keyboard.** Go to Settings > Bluetooth, tap  next to the keyboard name, then tap "Forget this Device."




See [Bluetooth devices](#) on page 39.

## Add or change keyboards

You can turn typing features, such as spell checking, on or off; add keyboards for writing in different languages; and change the layout of your onscreen keyboard or Apple Wireless Keyboard.

**Set typing features.** Go to Settings > General > Keyboard.

**Add a keyboard for another language.** Go to Settings > General > Keyboard > Keyboards > Add New Keyboard.

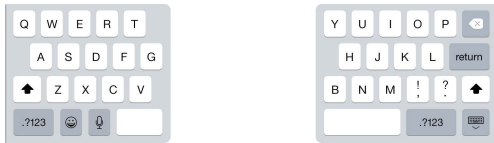
**Switch keyboards.** If you haven't added any keyboards, tap  to switch to the emoji keyboard. If you have several keyboards, tap  to switch to the last one you used. Continue tapping to access other enabled keyboards, or touch and hold , then slide to choose a different keyboard.



For information about international keyboards, see [Use international keyboards](#) on page 147.

**Change the keyboard layout.** Go to Settings > General > Keyboard > Keyboards, select a keyboard, then choose a layout.

## Keyboard layouts

On iPad, you can type with a split keyboard that's at the bottom of the screen, or undocked and in the middle of the screen.



**Adjust the keyboard.** Touch and hold  , then:

- *Use a split keyboard:* Slide your finger to Split, then release. Or spread the keyboard apart from the middle.
- *Move the keyboard to the middle of the screen:* Slide your finger to Undock, then release.
- *Return to a full keyboard:* Slide your finger to Dock and Merge, then release.
- *Return a full keyboard to the bottom of the screen:* Slide your finger to Dock, then release.

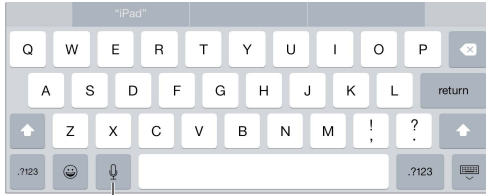
**Turn Split Keyboard on or off.** Go to Settings > General > Keyboard > Split Keyboard.

## Dictate


If you like, you can dictate instead of typing. Make sure Enable Dictation is turned on (in Settings > General > Keyboard) and iPad is connected to the Internet.

**Note:** Dictation may not be available in all languages or in all areas, and features may vary. Cellular data charges may apply. See [Cellular settings](#) on page 157.

**Dictate text.** Tap  on the iPad keyboard, then speak. When you finish, tap Done.



Tap to begin dictation.

**Add text.** Tap  again and continue dictating. To insert text, tap to place the insertion point first. You can also replace selected text by dictating.

**Add punctuation or format text.** Say the punctuation or format. For example, “Dear Mary comma the check is in the mail exclamation mark” becomes “Dear Mary, the check is in the mail!” Punctuation and formatting commands include:

- quote ... end quote
- new paragraph
- new line
- cap—to capitalize the next word
- caps on ... caps off—to capitalize the first character of each word
- all caps—to make the next word all uppercase
- all caps on ... all caps off—to make the enclosed words all uppercase
- no caps on ... no caps off—to make the enclosed words all lowercase
- no space on ... no space off—to run a series of words together
- smiley—to insert :-)
- frowny—to insert :-(
- winky—to insert ;-)

## Search

### Search apps

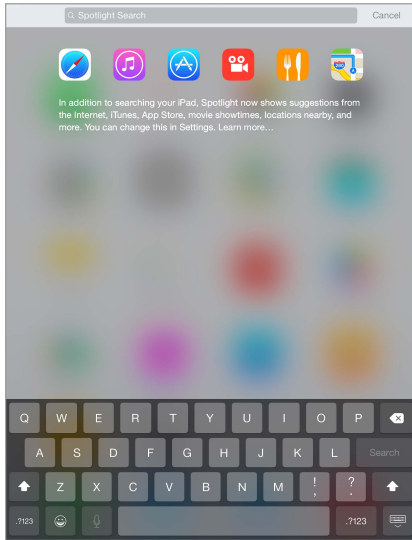
Many apps include a search field where you can type to find something within the app. For example, in the Maps app, you can search for a specific location.


### Spotlight Search

Spotlight Search not only searches your iPad, but also shows suggestions from the App Store and the Internet. You may see suggestions for movie showtimes, nearby locations, and more.

**Search iPad.** Drag down the middle of any Home screen to reveal the search field. Results occur as you type; to hide the keyboard and see more results on the screen, tap Search. Tap an item in the list to open it.

You can use Spotlight Search to find and open apps too.

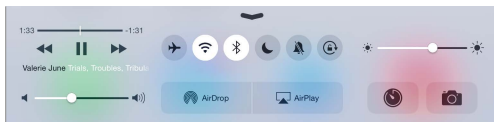


**Choose which apps and content are searched.** Go to Settings > General > Spotlight Search, then tap to deselect apps or content. To change the search order, touch and drag  to a new position.

**Limit Spotlight Search to your iPad.** Go to Settings > General > Spotlight Search, then tap Spotlight Suggestions to deselect it.

**Turn off Location Services for Spotlight Suggestions.** Go to Settings > Privacy > Location Services. Tap System Services, then turn off Spotlight Suggestions.

## Control Center



Control Center gives you instant access to the camera, calculator, AirPlay, and other handy features. You can also adjust the brightness, lock the screen in portrait orientation, turn wireless services on or off, and turn on AirDrop. For more information about AirDrop, see [AirDrop](#) on page 35.

**Open Control Center.** Swipe up from the bottom edge of any screen (even the Lock screen).

**Open the currently playing audio app.** Tap the song title.

**Close Control Center.** Swipe down, tap the top of the screen, or press the Home button.

**Turn off access to Control Center in apps or on the Lock screen.** Go to Settings > Control Center.



## Alerts and Notification Center

### Alerts

Alerts let you know about important events. They can appear briefly at the top of the screen, or remain in the center of the screen until you acknowledge them.

Some apps may include a badge on their Home screen icon, to let you know how many new items await—for example, the number of new email messages. If there's a problem—such as a message that couldn't be sent—an exclamation mark (!) appears on the badge. On a folder, a numbered badge indicates the total number of notifications for all the apps inside.



Alerts can also appear on the Lock screen.

**Respond to an alert without leaving your current app.** Pull down on the alert when it appears at the top of your screen.

**Note:** This feature works with text and email messages, calendar invitations, and more.

**Respond to an alert when iPad is locked.** Swipe the alert from right to left.

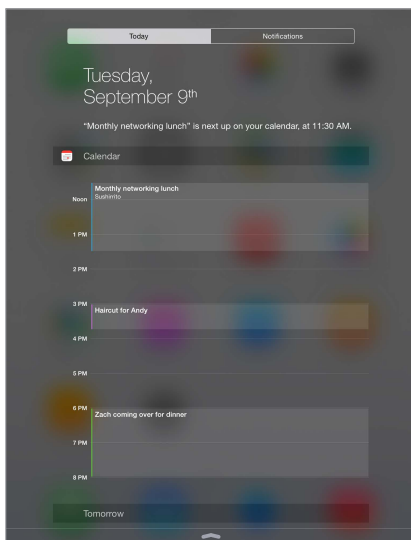
**Silence your alerts.** Go to Settings > Do Not Disturb.

**Set sounds.** Go to Settings > Sounds.


### Notification Center

Notification Center collects your notifications in one place, so you can review them whenever you're ready. View details about your day—such as the weather forecast, appointments, birthdays, stock quotes, and even a quick summary of what's coming up tomorrow. Tap the Notifications tab to review all your alerts.

**Open Notification Center.** Swipe down from the top edge of the screen.



**Set Today options.** To choose what information appears, tap the Edit key at the end of your information on the Today tab. Tap + or — to add or remove information. To arrange the order of your information, touch ≡, then drag it to a new position.

**Set notification options.** Go to Settings > Notifications. Tap an app to set its notification options. For example, choose to view a notification from the Lock screen. You can also tap Edit to arrange the order of app notifications. Touch , then drag it to a new position.

**Choose whether to show Today and Notifications View on a locked screen.** Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models), then choose whether to allow access when locked.

**Close Notification Center.** Swipe up, or press the Home button.

## Sounds and silence



You can change or turn off the sounds iPad plays when you get a FaceTime call, text message, email, tweet, Facebook post, reminder, or other event.

**Set sound options.** Go to Settings > Sounds for options such as alert tones and ringtones, and ringer and alert volumes.

If you want to temporarily silence incoming FaceTime calls, alerts, and sound effects, see the following section.

## Do Not Disturb

Do Not Disturb is an easy way to silence iPad, whether you're going to dinner or to sleep. It keeps FaceTime calls and alerts from making any sounds or lighting up the screen.

**Turn on Do Not Disturb.** Swipe up from the bottom edge of the screen to open Control Center, then tap . When Do Not Disturb is on,  appears in the status bar.


**Note:** Alarms still sound, even when Do Not Disturb is on. To make sure iPad stays silent, turn it off.

**Configure Do Not Disturb.** Go to Settings > Do Not Disturb.


You can schedule quiet hours, allow FaceTime calls from your Favorites or groups of contacts, and allow repeated FaceTime calls to ring through for those emergency situations. You can also set whether Do Not Disturb silences iPad only when it's locked, or even when it's unlocked.

## Sharing

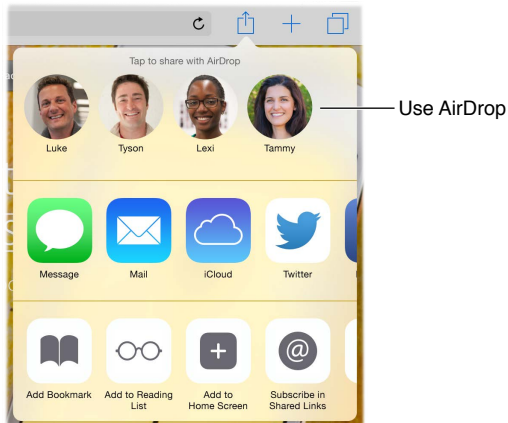
### Share from apps

In many apps, you can tap Share or  to choose how to share your information. The choices vary depending on the app you're using. Additional options may appear if you've downloaded apps with sharing options. For more information, see [App extensions](#) on page 23.


**Use Twitter, Facebook, Flickr, Vimeo or other third-party apps with sharing options.** Sign in to your account in Settings. The third-party sharing buttons take you to the appropriate setting if you're not yet signed in.

**Customize the different ways you share, view, and organize your information.** Tap the More button, then touch and drag  to move items to new positions.

## AirDrop



AirDrop lets you share your photos, videos, websites, locations, and other items wirelessly with other nearby devices (iOS 7 or later). With iOS 8, you can share with Mac computers that have OS X Yosemite installed. AirDrop transfers information using Wi-Fi and Bluetooth. To use AirDrop, you need to be signed into iCloud using your Apple ID, and must be on the same Wi-Fi network, or within approximately 33 feet (10 meters) of the other device. Transfers are encrypted for security.

**Share an item using AirDrop.** Tap Share , tap AirDrop, then tap the name of a nearby AirDrop user. AirDrop is also available in Control Center—just swipe up from the bottom edge of the screen.

**Receive AirDrop items from others.** Swipe up from the bottom edge of the screen to open Control Center. Tap AirDrop, then choose to receive items from Contacts only or from Everyone. You can accept or decline each request as it arrives.

## Family Sharing

With Family Sharing, up to six family members can share their iTunes Store, App Store, and iBooks Store purchases, a family calendar, and family photos, all without sharing accounts.

One adult in your household—the family organizer—invites family members to join the family group and agrees to pay for any iTunes Store, App Store, and iBooks Store purchases those family members initiate while part of the family group. Once set up, family members get immediate access to each other's music, movies, TV shows, books, and eligible apps. In addition, family members can easily share photos in a shared family album, add events to a family calendar, share their location with other family members, and even help locate another family member's missing device.

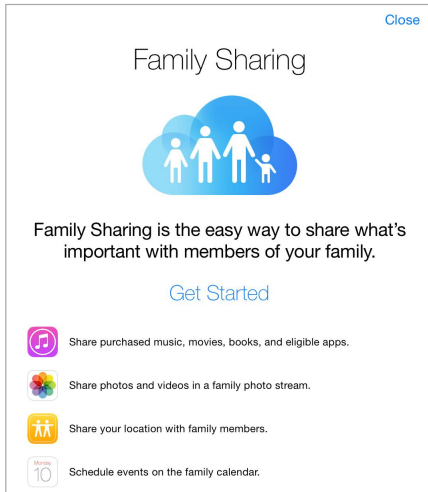
Children under 13 can participate in Family Sharing, too. As a parent or legal guardian, the family organizer can provide parental consent for a child to have his or her own Apple ID, and create it on the child's behalf. Once the account is created, it's added to the family group automatically.

Family Sharing requires you to sign in to iCloud with your Apple ID. You will also be asked to confirm the Apple ID you use for the iTunes Store, App Store, and iBooks Store. It is available on devices with iOS 8, Mac computers with OS X Yosemite, and PCs with iCloud for Windows 4.0. You can be part of only one family group at a time.

**Set up Family Sharing.** Go to Settings > iCloud > Set Up Family Sharing. Follow the onscreen instructions to set up Family Sharing as the family organizer, then invite family members to join.

**Create an Apple ID for a child.** Go to Settings > iCloud > Family, scroll to the bottom of the screen, then tap Create an Apple ID for a child.

**Accept an invitation to Family Sharing.** Make sure you are signed into iCloud, and that you can accept a Family Sharing invitation from your iOS device (iOS 8 required), Mac (OS X Yosemite required), or PC (iCloud for Windows 4.0 required). Or, if the organizer is nearby during the setup process, he or she can simply ask you to enter the Apple ID and password you use for iCloud.




**Access shared iTunes Store, App Store, and iBooks Store purchases.** Open iTunes Store, App Store, or iBooks Store, tap Purchased, then choose a family member from the menu that appears.

When a family member initiates a purchase, it is billed directly to the family organizer's account. Once purchased, the item is added to the initiating family member's account and is shared with the rest of the family. If Family Sharing is ever disabled, each person keeps the items they chose to purchase—even if they were paid for by the family organizer.

**Turn on Ask to Buy.** The family organizer can require young family members to request approval for purchases or free downloads. Go to Settings > iCloud > Family, then tap the person's name.

**Note:** Age restrictions for Ask to Buy vary by area. In the United States, the family organizer can enable Ask to Buy for any family member under age 18; for children under age 13, it's enabled by default.

**Hide your iTunes Store, App Store, and iBooks Store purchases.** Open iTunes on your computer, then click iTunes Store. Under Quick Links, click Purchased, then choose the content type (for example, Music or Movies). Hover over the item you want to hide, then click . To make purchases visible again, return to Quick Links, then click Account. Scroll down to iTunes in the Cloud, then click Manage (to the right of Hidden Purchases).

**Share photos or videos with family members.** When you set up Family Sharing, a shared album called "Family" is automatically created in the Photos app on all family members' devices. To share a photo or video with family members, open the Photos app, then view a photo or video or select multiple photos or videos. Tap , tap iCloud Photo Sharing, add comments, then share to your shared family album. See [iCloud Photo Sharing](#) on page 79.

**Add an event to the family calendar.** When you set up Family Sharing, a shared calendar called "Family" is automatically created in the Calendar app on all family members' devices. To add a family event, open the Calendar app, create an event, then choose to add the event to the family calendar. See [Share iCloud calendars](#) on page 75.

**Set up a family reminder.** When you set up Family Sharing, a shared list is automatically created in the Reminders app on all family members' devices. To add a reminder to the family list, open the Reminders app, tap the family list, then add a reminder to the list. See [Reminders at a glance](#) on page 100.

**Share your location with family members.** Family members can share their location by tapping Settings > iCloud > Share My Location (under Advanced). To find a family member's location, use the Find My Friends app (download it for free from the App Store). Or, use the Messages app (iOS 8 required). For more information about using Messages to share or view locations, see [Share photos, videos, your location, and more](#) on page 50.

**Keep track of your family's devices.** If family members have enabled Share My Location in iCloud, you can help them locate missing devices. Open Find My iPhone on your device or at iCloud.com. For more information, see [Find My iPad](#) on page 43.

**Leave Family Sharing.** Go to Settings > iCloud > Family, then tap Leave Family Sharing. If you are the organizer, go to Settings > iCloud > Family, tap your name, then tap Stop Family Sharing. For more information, see [support.apple.com/kb/HT201081](http://support.apple.com/kb/HT201081).

## iCloud Drive

### About iCloud Drive

iCloud Drive stores your presentations, spreadsheets, PDFs, images, and other kinds of documents in iCloud so you can access these documents from any of your devices set up with iCloud. It allows your apps to share documents so you can work on the same file across multiple apps.

iCloud Drive works with devices using iOS 8, Mac computers using OS X Yosemite, PCs with iCloud for Windows 4.0, or through iCloud.com. To access iCloud Drive, you must be signed into iCloud using your Apple ID. iCloud Drive works with supported apps including Pages, Numbers, Keynote, GarageBand, and some third-party apps.

### Set up iCloud Drive

You can set up iCloud Drive using Setup Assistant when you install iOS 8, or you can set it up later in Settings. iCloud Drive is an upgrade to Documents & Data. When you upgrade to iCloud Drive, your documents are copied to iCloud Drive and become available on your devices using iCloud Drive. You won't be able to access the documents stored in iCloud Drive on your other devices until they are also upgraded to iOS 8 or OS X Yosemite. For more information about upgrading to iCloud Drive, see [support.apple.com/kb/HT6345](http://support.apple.com/kb/HT6345).

**Set up iCloud Drive.** Go to Settings > iCloud > iCloud Drive, turn on iCloud Drive, then follow the onscreen instructions.

## Transfer files

There are several ways to transfer files between iPad and your computer or other iOS device.

**Transfer files using iTunes.** Connect iPad to your computer using the included cable. In iTunes on your computer, select iPad, then click Apps. Use the File Sharing section to transfer documents between iPad and your computer. Apps that support file sharing appear in the Apps list. To delete a file, select it in the Documents list, then press the Delete key.

You can also view files received as email attachments on iPad.

With some apps, you can transfer files using AirDrop. See [AirDrop](#) on page 35.

## Personal Hotspot


Use Personal Hotspot to share your iPad (Wi-Fi + Cellular models) Internet connection. Computers can share your Internet connection using Wi-Fi, Bluetooth, or a USB cable. Other iOS devices can share the connection using Wi-Fi. Personal Hotspot works only if iPad is connected to the Internet over the cellular data network.

**Note:** This feature may not be available with all carriers. Additional fees may apply. Contact your carrier for more information.

**Share an Internet connection.** Go to Settings > Cellular Data, then tap Personal Hotspot—if it appears—to set up the service with your carrier.

After you turn on Personal Hotspot, other devices can connect in the following ways:


- *Wi-Fi:* On the device, choose your iPad in the list of available Wi-Fi networks.
- *USB:* Connect your iPad to your computer using the cable that came with it. In your computer's Network preferences, choose iPad, then configure the network settings.
- *Bluetooth:* On iPad, go to Settings > Bluetooth, then turn on Bluetooth. To pair and connect iPad with your device, refer to the documentation that came with your device.


**Note:** When a device is connected, a blue band appears at the top of the iPad screen. The Personal Hotspot icon  appears in the status bar of iOS devices using Personal Hotspot.

**Change the Wi-Fi password for iPad.** Go to Settings > Personal Hotspot > Wi-Fi Password, then enter a password of at least eight characters.

**Monitor your cellular data network usage.** Go to Settings > Cellular. See [Cellular settings](#) on page 157.


## AirPlay

Use AirPlay to stream music, photos, and video wirelessly to Apple TV and other AirPlay-enabled devices. If you don't see your AirPlay-enabled devices when you tap , you may also need to make sure everything is on the same Wi-Fi network.

**Display the AirPlay controls.** Swipe up from the bottom edge of the screen to open Control Center, then tap .

**Stream content.** Tap , then choose the device you want to stream to.

**Switch back to iPad.** Tap , then choose iPad.

**Mirror the iPad screen on a TV.** Tap , choose an Apple TV, then tap Mirroring. A blue bar appears at the top of the iPad screen when AirPlay mirroring is turned on.

You can also connect iPad to a TV, projector, or other external display using the appropriate Apple cable or adapter. See [support.apple.com/kb/HT4108](https://support.apple.com/kb/HT4108).

## AirPrint

Use AirPrint to print wirelessly to an AirPrint-enabled printer from apps such as Mail, Photos, and Safari. Many apps available on the App Store also support AirPrint.

iPad and the printer must be on the same Wi-Fi network. For more information about AirPrint, see [support.apple.com/kb/HT4356](https://support.apple.com/kb/HT4356).

**Print a document.** Tap  or  (depending on the app you're using).

**See the status of a print job.** Double-click the Home button, then tap Print Center. The badge on the icon shows how many documents are in the queue.

**Cancel a job.** Select it in the Print Center, then tap Cancel Printing.

## Apple Pay

On iPad models with Touch ID, you can use Apple Pay to make payments in supporting apps. These apps sell physical goods and services such as apparel, electronics, health and beauty products, tickets, reservations, and more.

**Set up Apple Pay.** Go to Settings > Passbook & Apple Pay, then enter information for up to eight supported credit or debit cards, your shipping and billing details, and your contact information. When you add a card to use with Apple Pay, the card issuer determines if your card is eligible to be added and may ask you to provide additional information to complete the verification process.

**Note:** Many U.S. credit and debit cards can be used with Apple Pay. For information about Apple Pay availability and current card issuers, go to [support.apple.com/kb/HT6288](https://support.apple.com/kb/HT6288).

**Pay in an app.** Tap the Apple Pay button, then review the information that appears (for example, the card you're using for the payment, your email, and the shipping method). Make any changes before using Touch ID or your passcode to complete the payment.

You may receive a notification with the merchant name, and the amount authorized for the purchase. Your zip code may be provided to the merchant to calculate tax and shipping costs. Payment information—such as billing and shipping addresses, email address, and phone number—may also be provided to the merchant once you authorize the payment with Touch ID or a passcode.

**View Apple Pay activity.** Your Apple Pay activity will appear on the statement you receive from your card issuer. You may also be able to view Apple Pay activity on supported credit cards by going to Settings > Passbook & Apple Pay.

**Suspend and remove cards.** You have several options for removing or suspending credit and debit cards. To remove a credit or debit card from Apple Pay, go to Settings > Passbook & Apple Pay, tap an existing credit or debit card, then scroll to the bottom and tap Remove. If your iPad is lost or stolen, and you have enabled Find My iPad, you can use it to help you locate and secure your iPad—including suspending the use of, or removing, your credit and debit cards used for Apple Pay. See [Find My iPad](#) on page 43. You can log in to your account at [iCloud.com](https://icloud.com) and remove your cards in Settings > My Devices. You can also call the issuers of your cards.

## Bluetooth devices

You can use Bluetooth devices with iPad, such as stereo headphones or an Apple Wireless Keyboard. For supported Bluetooth profiles, go to [support.apple.com/kb/HT3647](https://support.apple.com/kb/HT3647).


**WARNING:** For important information about avoiding hearing loss and avoiding distractions that could lead to dangerous situations, see [Important safety information](#) on page 150.


**Note:** The use of certain accessories with iPad may affect wireless performance. Not all iPhone and iPod touch accessories are fully compatible with iPad. Turning on airplane mode may eliminate audio interference between iPad and an accessory. Reorienting or relocating iPad and the connected accessory may improve wireless performance.

**Turn on Bluetooth.** Go to Settings > Bluetooth.

**Connect to a Bluetooth device.** Tap the device in the Devices list, then follow the onscreen instructions to connect to it. See the documentation that came with the device for information about Bluetooth pairing. For information about using an Apple Wireless Keyboard, see [Use an Apple Wireless Keyboard](#) on page 29.

iPad must be within about 33 feet (10 meters) of the Bluetooth device.

**Return audio output to iPad.** Turn off or unpair the device, turn off Bluetooth in Settings > Bluetooth, or use AirPlay  to switch audio output to iPad. See [AirPlay](#) on page 38. Audio output returns to iPad if the Bluetooth device moves out of range.

**Unpair a device.** Go to Settings > Bluetooth, tap  next to the device, then tap “Forget this Device.” If you don’t see the Devices list, make sure Bluetooth is on.

## Restrictions


You can set restrictions for some apps, and for purchased content. For example, parents can restrict explicit music from appearing in playlists, or disallow changes to certain settings. Use restrictions to prevent the use of certain apps, the installation of new apps, or changes to accounts or the volume limit.

**Turn on restrictions.** Go to Settings > General > Restrictions, then tap Enable Restrictions. You’ll be asked to define a restrictions passcode that’s necessary in order to change the settings you make. This can be different than the passcode for unlocking iPad.


**Important:** If you forget your restrictions passcode, you must restore the iPad software. See [Restore iPad](#) on page 157.

## Privacy

Privacy settings let you see and control which apps and system services have access to Location Services, and to contacts, calendars, reminders, and photos.

Location Services lets location-based apps such as Maps, Weather, and Camera gather and use data indicating your location. Your approximate location is determined using available information from local Wi-Fi networks, if you have Wi-Fi turned on. The location data collected by Apple isn’t collected in a form that personally identifies you. When an app is using Location Services,  appears in the status bar.

**Turn Location Services on or off.** Go to Settings > Privacy > Location Services. You can turn it off for some or for all apps and services. If you turn off Location Services, you’re prompted to turn it on again the next time an app or service tries to use it.

**Turn Location Services off for system services.** Several system services, such as location-based ads, use Location Services. To see their status, turn them on or off, or show  in the status bar when these services use your location, go to Settings > Privacy > Location Services > System Services.

**Turn off access to private information.** Go to Settings > Privacy. You can see which apps and features have requested and been granted access to the following information:

- Contacts
- Calendar
- Reminders



- Photos
- Bluetooth Sharing
- Microphone
- Camera
- HomeKit
- Motion Activity
- Twitter
- Facebook

You can turn off each app's access to each category of information. Review the terms and privacy policy for each third-party app to understand how it uses the data it's requesting. For more information, see [support.apple.com/kb/HT6338](https://support.apple.com/kb/HT6338).

## Security

Security features help protect the information on your iPad from being accessed by others.

### Use a passcode with data protection

For better security, you can set a passcode that must be entered each time you turn on or wake up iPad.

**Set a passcode.** Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models), then set a 4-digit passcode.

Setting a passcode turns on data protection, using your passcode as a key to encrypt Mail messages and attachments stored on iPad, using 256-bit AES encryption. (Other apps may also use data protection.)

**Increase security.** Turn off Simple Passcode and use a longer passcode. To enter a passcode that's a combination of numbers and letters, you use the keyboard. If you prefer to unlock iPad using the numeric keypad, set up a longer passcode using numbers only.

**Add fingerprints and set options for the Touch ID sensor.** (iPad models with Touch ID) Go to Settings > Touch ID & Passcode. See [Touch ID](#), below.

**Allow access to features when iPad is locked.** Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models). Optional features include:

- Today (see [Notification Center](#) on page 33)
- Notifications View (see [Notification Center](#) on page 33)
- Siri (if enabled, see [Siri settings](#) on page 47)

**Allow access to Control Center when iPad is locked.** Go to Settings > Control Center. See [Control Center](#) on page 32.

**Erase data after ten failed passcode attempts.** Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models), then tap Erase Data. After ten failed passcode attempts, all settings are reset, and all your information and media are erased by removing the encryption key to the data.

If you forget your passcode, you must restore the iPad software. See [Restore iPad](#) on page 157.

## Touch ID

On iPad models with Touch ID, you can use a fingerprint instead of:

- Entering your passcode to unlock iPad
- Using your Apple ID password to make purchases in the iTunes Store, App Store, or iBooks Store
- Providing debit and credit card info, billing and shipping addresses, and contact info when paying in an app that offers Apple Pay as a method of payment

**Set up the Touch ID sensor.** Go to Settings > Touch ID & Passcode. Set whether you want to use a fingerprint to unlock iPad, and to make purchases. Tap Add a Fingerprint, then follow the onscreen instructions. You can add more than one fingerprint (your thumb and forefinger, for example, or one for your spouse).

**Note:** If you turn iPad off after setting up the Touch ID sensor, you'll be asked to confirm your passcode when you turn iPad back on and unlock it the first time. You'll also be asked for your Apple ID password for the first purchase you make in the iTunes Store, App Store, or iBooks Store.

**Delete a fingerprint.** Tap the fingerprint, then tap Delete Fingerprint. If you have more than one fingerprint, touch the Home button to find out which fingerprint it is.

**Name a fingerprint.** Tap the fingerprint, then enter a name, such as "Thumb."

**Use the Touch ID sensor to unlock iPad.** Touch the Home button with a finger you've added in Settings. You can unlock iPad from either the Lock screen or the Passcode screen.

**Use the Touch ID sensor to make a payment in the iTunes Store, App Store, or iBooks Store.** When purchasing from the iTunes Store, App Store, or iBooks Store, follow the prompts to enable purchases with your fingerprint. Or go to Settings > Touch ID & Passcode, then turn on iTunes & App Store.

**Use Touch ID to make a payment in an app that supports Apple Pay.** Go to Settings > Touch ID & Passcode to ensure that Apple Pay is enabled with your Touch ID. For more information, see [Apple Pay](#) on page 39.

## iCloud Keychain

iCloud Keychain keeps your Safari website user names and passwords, credit card information, and Wi-Fi network information up to date. iCloud Keychain works on all your approved devices (iOS 7 or later) and Mac computers (OS X Mavericks or later).

iCloud Keychain works with Safari Password Generator and AutoFill. When you're setting up a new account, Safari Password Generator suggests unique, hard-to-guess passwords. You can use AutoFill to have iPad enter your user name and password info, making login easy. See [Fill in forms](#) on page 61.

**Note:** Some websites do not support AutoFill.

iCloud Keychain is secured with 256-bit AES encryption during storage and transmission, and cannot be read by Apple.

**Set up iCloud Keychain.** Go to Settings > iCloud > Keychain. Turn on iCloud Keychain, then follow the onscreen instructions. If you've set up iCloud Keychain on other devices, you need to approve use of iCloud Keychain from one of those devices, or use your iCloud Security Code.

**Important:** Your iCloud Security Code cannot be retrieved by Apple. If you forget your security code, you'll have to start over and set up your iCloud Keychain again.

**Set up AutoFill.** Go to Settings > Safari > Passwords & AutoFill. Make sure Names and Passwords, and Credit Cards, are turned on (they're on by default). To add credit card info, tap Saved Credit Cards.

The security code for your credit card is not saved—you have to enter that manually.

To automatically fill in names, passwords, or credit card info on sites that support it, tap a text field, then tap AutoFill.

To protect your personal information, set a passcode if you turn on iCloud Keychain and AutoFill.

## Limit Ad Tracking

**Restrict or reset Ad Tracking.** Go to Settings > Privacy > Advertising. Turn on Limit Ad Tracking to prevent apps from accessing your iPad advertising identifier. For more information, tap About Advertising & Privacy.

## Find My iPad

Find My iPad can help you locate and secure your iPad using the free Find My iPhone app (available in the App Store) on another iPad, iPhone, or iPod touch, or using a Mac or PC web browser signed into [www.icloud.com/find](http://www.icloud.com/find). Find My iPhone includes Activation Lock, which is designed to prevent anyone else from using your iPad if you ever lose it. Your Apple ID and password are required to turn off Find My iPad or to erase and reactivate your iPad.

**Turn on Find My iPad.** Go to Settings > iCloud > Find My iPad.

**Important:** To use these features, Find My iPad must be turned on *before* your iPad is lost. iPad must be able to connect to the Internet for you to locate and secure the device.

**Use Find My iPhone.** Open the Find My iPhone app on an iOS device, or go to [www.icloud.com/find](http://www.icloud.com/find) on your computer. Sign in, then select your device.

- *Play Sound:* Play a sound at full volume for two minutes, even if the ringer is set to silent.
- *Lost Mode:* Immediately lock your missing iPad with a passcode and send it a message displaying a contact number. iPad tracks and reports its location, so you can see where it's been when you check the Find My iPhone app. Lost Mode also suspends the use of your credit and debit cards used for Apple Pay (iPad models with Touch ID). See [Apple Pay](#) on page 39.
- *Erase iPad:* Protect your privacy by erasing all the information and media on your iPad and restoring it to its original factory settings. Erase iPad also removes your credit and debit cards used for Apple Pay (iPad models with Touch ID). See [Apple Pay](#) on page 39.

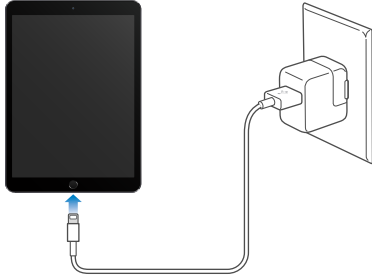
**Note:** Before selling or giving away your iPad, you should erase it completely to remove all of your personal data and turn off Find My iPad to ensure the next owner can activate and use the device normally. Go to Settings > General > Reset > Erase All Content and Settings. See [Sell or give away iPad](#) on page 159.

## Charge and monitor the battery

iPad has an internal, lithium-ion rechargeable battery. For more information about the battery—including tips for maximizing battery life—see [www.apple.com/batteries](http://www.apple.com/batteries).

**WARNING:** For important safety information about the battery and charging iPad, see [Important safety information](#) on page 150.

**Charge the battery.** The best way to charge the iPad battery is to connect iPad to a power outlet using the included cable and USB power adapter.



iPad may also charge slowly when you connect it to a USB 2.0 port on your computer. If your Mac or PC doesn't provide enough power to charge iPad, a "Not Charging" message appears in the status bar.

**Important:** The iPad battery may drain instead of charge if iPad is connected to a computer that's turned off or is in sleep or standby mode, to a USB hub, or to the USB port on a keyboard.

**See proportion of battery used by each app.** Go to Settings > General > Usage, then tap Battery Usage.

The battery icon in the upper-right corner of the status bar shows the battery level or charging status.





**Display the percentage of battery charge.** Go to Settings > General > Usage, then turn on Battery Percentage.

**Important:** If iPad is very low on power, it may display an image of a nearly depleted battery, indicating that iPad needs to charge for up to twenty minutes before you can use it. If iPad is extremely low on power, the display may be blank for up to two minutes before the low-battery image appears.

Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced. The iPad battery isn't user replaceable; it can be replaced only by an authorized service provider. See [www.apple.com/batteries/replacement-and-recycling](http://www.apple.com/batteries/replacement-and-recycling).

## Travel with iPad

Your airline carrier may let you keep your iPad turned on if you switch to Airplane Mode—listen for an announcement after boarding, or ask a member of the crew. Wi-Fi and Bluetooth are turned off in Airplane Mode, so you can't make or receive FaceTime calls or use features that require wireless communication. You can listen to music, play games, watch videos, or use other apps that don't require Internet access. If your airline allows it, you can turn Wi-Fi or Bluetooth back on, even while in Airplane Mode.

**Turn on Airplane Mode.** Swipe up from the bottom edge of the screen to open Control Center, then tap . You can also turn Airplane Mode on or off in Settings. When airplane mode is on,  appears in the status bar at the top of the screen.

You can also turn Wi-Fi and Bluetooth on or off in Control Center. See [Control Center](#) on page 32.

When you travel abroad, you may be able to sign up for cellular service with a carrier in the country you're visiting, right from your iPad (available on iPad models with cellular and Touch ID). For more information see [Sign up for cellular service](#) on page 14.

## Use Siri

Siri lets you speak to iPad to send messages, schedule meetings, make FaceTime calls, and much more. Siri understands natural speech, so you don't have to learn special commands or keywords. Ask Siri anything, from "set the timer for 3 minutes" to "what movies are showing tonight?" Open apps, and turn features like Airplane Mode, Bluetooth, Do Not Disturb, and VoiceOver on or off. Siri is great for keeping you updated with the latest sports info, helping you decide on a restaurant, and searching the iTunes Store or App Store for purchases.

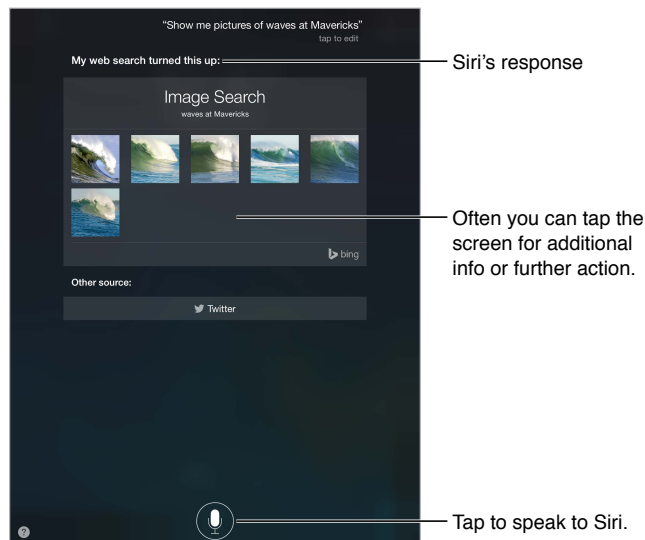
**Note:** To use Siri, iPad must be connected to the Internet. See [Connect to Wi-Fi](#) on page 15. Cellular charges may apply.


**Summon Siri.** Press and hold the Home button until Siri beeps, then make your request.

**Control when Siri listens.** Instead of letting Siri notice when you stop talking, you can continue to hold down the Home button while you speak, then release it when you finish.

**Hey Siri.** With iPad connected to a power source (or if you've already started a conversation with Siri), you can use Siri without even pressing the Home button. Just say "Hey Siri," then make your request. To turn Hey Siri on or off, go to Settings > General > Siri > Allow "Hey Siri".

If you're using a headset, you can use the center or call button in place of the Home button.



For hints, ask Siri "what can you do," or tap .

Depending on your request, the onscreen response from Siri often includes information or images that you can tap for additional detail, or to perform some other action like searching the web or opening a related app.

**Change the voice gender for Siri.** Go to Settings > General > Siri (may not be available in all areas).

**Adjust the volume for Siri.** Use the volume buttons while you're interacting with Siri.

## Tell Siri about yourself

If you tell Siri about yourself—including things like your home and work addresses, and your relationships—you can get personalized service like, “remind me to call my wife” or “get directions to home.”

**Tell Siri who you are.** Fill out your contact card in Contacts, go to Settings > General > Siri > My Info, then tap your contact card.

To let Siri know about a relationship, say something like “Emily Parker is my wife.”

**Note:** Siri uses Location Services when your requests require knowing your location. See [Privacy](#) on page 40.

## Make corrections

**Want to cancel that last command?** Say “cancel,” tap the Siri icon, or press the Home button.

If Siri doesn't get something right, you can tap to edit your request.

Or tap  again, then clarify your request verbally.

## Siri settings

To set options for Siri, go to Settings > General > Siri. Options include:

- Turning Siri on or off
- Turning Allow “Hey Siri” on or off
- Language
- Voice gender (may not be available in all areas)
- Voice feedback
- My Info card

**Prevent access to Siri when iPad is locked.** Go to Settings > Touch ID & Passcode (iPad models with Touch ID) or Settings > Passcode (other models). You can also disable Siri by turning on restrictions. See [Restrictions](#) on page 40.

# Messages

# 5



## iMessage service

With the Messages app and the built-in iMessage feature, you can send text messages over Wi-Fi to others using iOS 5 or later, or OS X Mountain Lion or later. Messages can include photos, videos, and other info. You can see when people are typing, and let them know when you've read their messages. If you're signed into iMessage using the same Apple ID on other iOS devices or a Mac (OS X Mavericks or later), you can start a conversation on one device and continue it on another. For security, messages you send with iMessage are encrypted before they're sent.

If you have an iPhone (iOS 8) signed into iMessage using the same Apple ID, you can also send and receive SMS and MMS messages on your iPad. Charges may apply to the text messaging service for your iPhone.

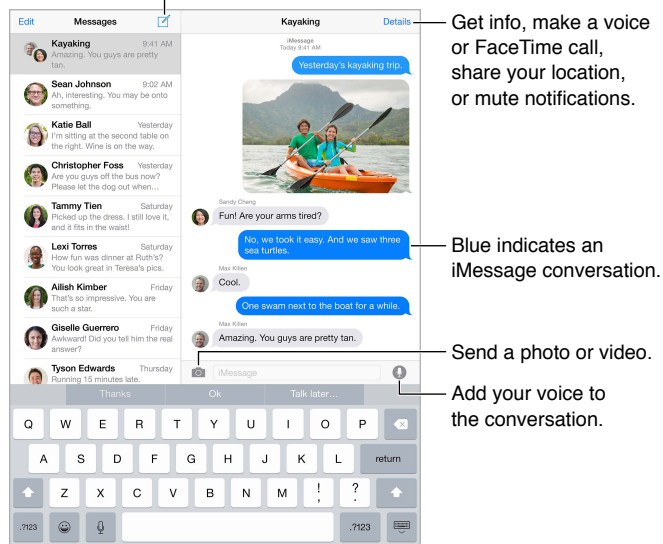
**WARNING:** For important information about avoiding distractions that could lead to dangerous situations, see [Important safety information](#) on page 150.



**Note:** Cellular data charges or additional fees may apply for you, and for the iPhone and iPad users you exchange messages with over their cellular data network.




## Send and receive messages

Tap the compose button to start a new conversation.





**Start a conversation.** Tap , then enter a phone number or email address, or tap , then choose a contact. You can also start a conversation by tapping a phone number in Contacts, Calendar, or Safari, or from a recent contact in the multitasking screen.

**Note:** An alert  appears if a message can't be sent. Tap the alert in a conversation to try sending the message again.

**Resume a conversation.** Tap the conversation in the Messages list.


**Hide the keyboard.** Tap  in the lower-right corner.

**Use picture characters.** Go to Settings > General > Keyboard > Keyboards > Add New Keyboard, then tap Emoji to make that keyboard available. Then while typing a message, tap  to bring up the Emoji keyboard. See [Special input methods](#) on page 148.

**Tap to Talk.** Touch and hold  to record a message, then swipe up to send it. To delete it, swipe left.

To save space, Tap to Talk audio messages that you receive are deleted automatically two minutes after you listen to them, unless you tap Keep. To keep them automatically, go to Settings > Messages > Expire (under Audio Messages), then tap Never.

**See what time a message was sent or received.** Drag any bubble to the left.

**See a person's contact info.** In a conversation, tap Details, then tap . Tap the info items to perform actions, such as making a FaceTime call.

**Send messages to a group.** Tap , then enter multiple recipients.

**Give a group a name.** While viewing the conversation, tap Details, drag down, then enter the name in the Subject line.

**Add someone to a group.** Tap the To field, then tap Add Contact.

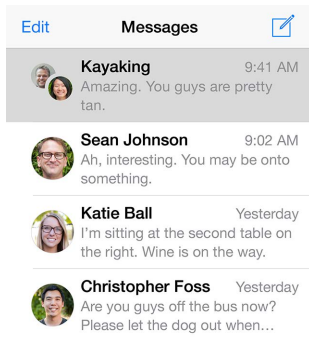
**Leave a group.** Tap Details, then tap Leave this Conversation.

**Keep it quiet.** Tap Details, then turn on Do Not Disturb to mute notifications for the conversation.

**Block unwanted messages.** On a contact card, tap Block this Caller. You can see someone's contact card while viewing a message by tapping Details, then tapping ⓘ. You can also block callers in Settings > Messages > Blocked. You won't receive FaceTime calls or text messages from blocked callers. For more information about blocking calls, see [support.apple.com/kb/HT5845](https://support.apple.com/kb/HT5845).

## Manage conversations

Conversations are saved in the Messages list. A blue dot ● indicates unread messages. Tap a conversation to view or continue it.



**Forward a message or attachment.** Touch and hold a message or attachment, tap More, select additional items if desired, then tap ➦.

**Delete a message or attachment.** Touch and hold a message or attachment, tap More, select additional items if desired, then tap 🗑️.

**Delete a conversation.** In the Messages list, swipe the conversation from right to left, then tap Delete.

**Search conversations.** In the Messages list, tap the top of the screen to display the search field, then enter the text you're looking for. You can also search conversations from the Home screen. See [Spotlight Search](#) on page 31.

## Share photos, videos, your location, and more

You can send photos, videos, locations, contact info, and voice memos. The size limit of attachments is determined by your service provider—iPad compresses photo and video attachments if necessary.

**Quickly take and send a photo or video.** Touch and hold 📷. Then slide to 📷 or 📹 to take a photo or video. Photos are sent immediately. Tap ▶ to preview your video. To send your Video Message, tap 📤.


To save space, Video Messages that you receive are deleted automatically two minutes after you view them, unless you tap Keep. To keep them automatically, go to Settings > Messages > Expire (under Video Messages), then tap Never.

**Send photos and videos from your Photos library.** Tap 📷. Recent shots are right there; tap Photo Library for older ones. Select the items you want to send.

**View attachments.** While viewing a conversation, tap Details. Attachments are shown in reverse chronological order at the bottom of the screen. Tap an attachment to see it in full screen. In full-screen mode, tap ☰ to view the attachments as a list.

**Send your current location.** Tap Details, then tap Send My Current Location to send a map that shows where you are.

**Share your location.** Tap Details, tap Share My Location, then specify the length of time. The person you're texting can see your location by tapping Details. To turn Share My Location on or off, or to select the device that determines your location, go to Settings > iCloud > Share My Location (under Advanced).

**Send items from another app.** In the other app, tap Share or , then tap Message.

**Share, save, or print an attachment.** Tap the attachment, then tap .

**Copy a photo or video.** Touch and hold the attachment, then tap Copy.

## Messages settings

Go to Settings > Messages, where you can:

- Turn iMessage on or off
- Notify others when you've read their messages
- Specify phone numbers, Apple IDs, and email addresses to use with Messages
- Show the Subject field
- Block unwanted messages
- Set how long to keep messages
- Manage the expiration of audio messages and video messages created within Messages (audio or video attachments created outside of Messages are kept until you delete them manually)

**Manage notifications for messages.** See [Notification Center](#) on page 33.

**Set the alert sound for incoming text messages.** See [Sounds and silence](#) on page 34.

# Mail

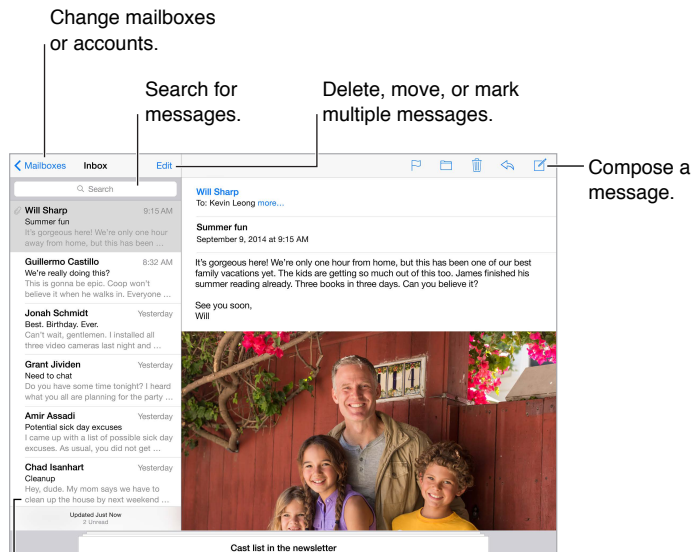
# 6



## Write messages

Mail lets you access your email accounts, on the go.


**WARNING:** For important information about avoiding distractions that could lead to dangerous situations, see [Important safety information](#) on page 150.



Change the preview length in Settings > Mail, Contacts, Calendars.

**Insert a photo or video.** Tap the insertion point, then tap Insert Photo or Video. Also see [Edit text](#) on page 29.



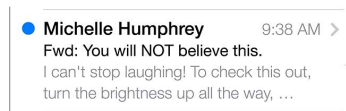
**Quote some text when you reply.** Tap the insertion point, then select the text you want to include. Tap , then tap Reply. You can turn off the indentation of the quoted text in Settings > Mail, Contacts, Calendars > Increase Quote Level.

**Send a message from a different account.** Tap the From field to choose an account.

**Change a recipient from Cc to Bcc.** After you enter recipients, you can drag them from one field to another or change their order.

**Mark addresses outside certain domains.** When you're addressing a message to a recipient that's not in your organization's domain, Mail can color the recipient's name red to alert you. Go to Settings > Mail, Contacts, Calendars > Mark Addresses, then define the domains that you do not want marked. You can enter multiple domains separated by commas, such as "apple.com, example.org."

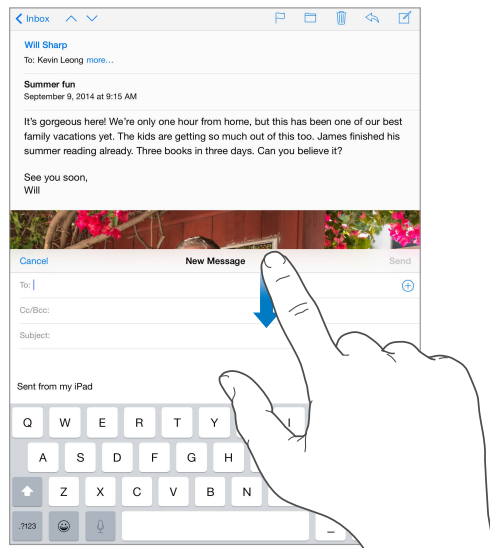
## Get a sneak peek



**See a longer preview.** Go to Settings > Mail, Contacts, Calendars > Preview. You can show up to five lines.

**Is this message for me?** Go to Settings > Mail, Contacts, Calendars, then turn on Show To/Cc Label. If the label says Cc instead of To, you were just copied. You can also use the To/Cc mailbox, which gathers all mail addressed to you. To show it, tap Edit while viewing the Mailboxes list.

## Finish a message later

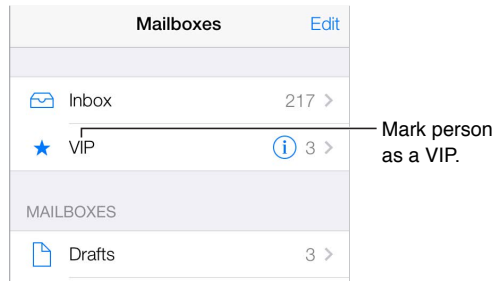




**Look at another message while you're writing one.** Swipe down on the title bar of a message you're writing. When you're ready to return to your message, tap its title at the bottom of the screen. If you have more than one message waiting to be finished, tap the bottom of the screen to see them all.

**Save a draft for later.** If you're writing a message and want to finish it later, tap Cancel, then tap Save Draft. To get it back, touch and hold Compose.

With OS X Yosemite, you can also hand off unfinished messages with your Mac. See [About Continuity features](#) on page 24.


## See important messages



**Get notified of replies to a message or thread.** Tap , then tap Notify Me. While you're writing a message, you can also tap  in the Subject field. To change how notifications appear, go to Settings > Notifications > Mail > Thread Notifications.

**Gather important messages.** Add important people to your VIP list, so all their messages appear in the VIP mailbox. Tap the sender's name in a message, then tap Add to VIP. To change how notifications appear, go to Settings > Notifications > Mail > VIP.


**Get notified of important messages.** Notification Center lets you know when you receive messages in favorite mailboxes or messages from your VIPs. Go to Settings > Notifications > Mail.

**Flag a message so you can find it later.** Tap  while reading the message. To change the appearance of the flagged message indicator, go to Settings > Mail, Contacts, Calendars > Flag Style. To see the Flagged smart mailbox, tap Edit while viewing the Mailboxes list, then tap Flagged.

**Search for a message.** Scroll to or tap the top of the message list to reveal the search field. Searching looks at the address fields, the subject, and the message body. To search multiple accounts at once, search from a smart mailbox, such as All Sent.

**Search by timeframe.** Scroll to or tap the top of the message list to reveal the search field, then type something like "February meeting" to find all messages from February with the word "meeting."

**Search by message state.** To find all flagged, unread messages from people in your VIP list, type "flag unread vip." You can also search for other message attributes, such as "attachment."

**Junk be gone!** Tap  while you're reading a message, then tap Move to Junk to file it in the Junk folder. If you accidentally move a message, shake iPad immediately to undo.

**Make a favorite mailbox.** Favorite mailboxes appear at the top of the Mailboxes list. To add a favorite, view the Mailboxes list, then tap Edit. Tap Add Mailbox, then select the mailbox to add. You'll also get push notifications for your favorite mailboxes.

**Show draft messages from all of your accounts.** While viewing the Mailboxes list, tap Edit, tap Add Mailbox, then turn on the All Drafts mailbox.

## Attachments

**Save a photo or video to Photos.** Touch and hold the photo or video until a menu appears, then tap Save Image.

**Open an attachment with another app.** Touch and hold the attachment until a menu appears, then tap the app you want to use to open the attachment. Some attachments automatically show a banner with buttons you can use to open other apps.


**See messages with attachments.** The Attachments mailbox shows messages with attachments from all accounts. To add it, view the Mailboxes list, then tap Edit.


## Work with multiple messages

**Delete, mark, or move a message.** While viewing a list of messages, swipe a message to the left to reveal a menu of actions. Swipe all the way to the left to select the first action. You can also swipe a message to the right to reveal another action. Choose the actions you want to appear in Settings > Mail, Contacts, Calendars > Swipe Options.

**Delete, move, or mark multiple messages.** While viewing a list of messages, tap Edit. Select some messages, then choose an action. If you make a mistake, shake iPad immediately to undo.

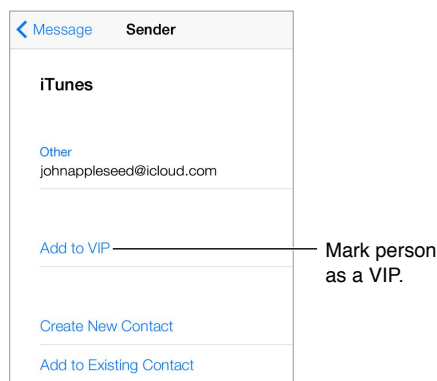
**Organize your mail with mailboxes.** Tap Edit in the Mailboxes list to create a new one, or rename or delete one. (Some built-in mailboxes can't be changed.) There are several smart mailboxes, such as Unread, that show messages from all your accounts. Tap the ones you want to use.

**Recover a deleted message.** Open the message in the account's Trash mailbox, then tap  and move the message. Or, if you just deleted it, shake iPad to undo. To see deleted messages in all your accounts, add the Trash smart mailbox. To add it, tap Edit in the Mailboxes list, then select it from the list.

**Archive instead of delete.** Instead of deleting messages, you can archive them so they're still around if you need them. Select Archive Mailbox in Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced. To delete a message instead of archiving it, touch and hold , then tap Delete.

**Stash your trash.** You can set how long deleted messages stay in the Trash mailbox. Go to Settings > Mail, Contacts, Calendars > *account name* > Account > Advanced.

## See and save addresses




**Add someone to Contacts or make them a VIP.** Tap the person's name or email address, then tap Add to VIP. You can also add their address to a new or existing contact.

**See who received a message.** While viewing the message, tap More in the To field.

## Print messages

**Print a message.** Tap , then tap Print.

**Print an attachment or picture.** Tap to view it, tap , then choose Print.

See [AirPrint](#) on page 38.

## Mail settings

Go to Settings > Mail, Contacts, Calendars, where you can:

- Create a different mail signature for each account
- Add mail accounts
- Set Out of Office replies for Exchange email accounts
- Bcc yourself on every message you send
- Turn on Organize by Thread to group related messages together
- Turn off confirmation for deleting a message
- Turn off Push delivery of new messages, to save on battery power
- Temporarily turn off an account



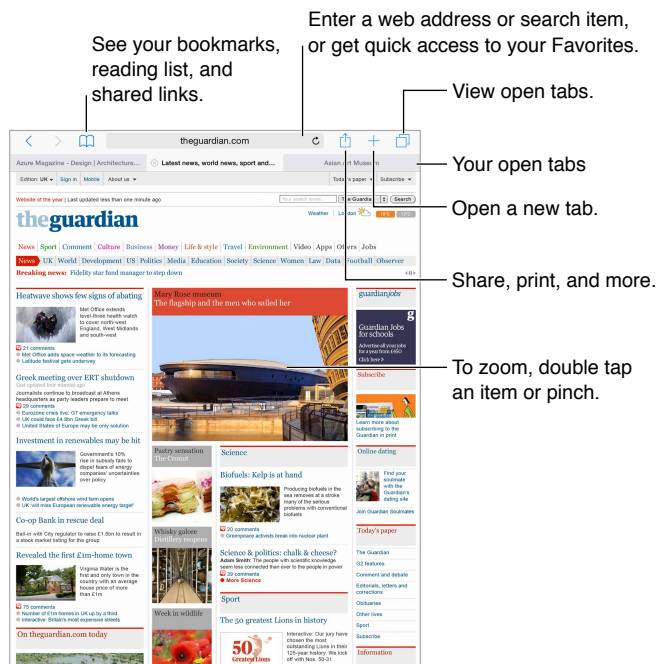
# Safari

# 7

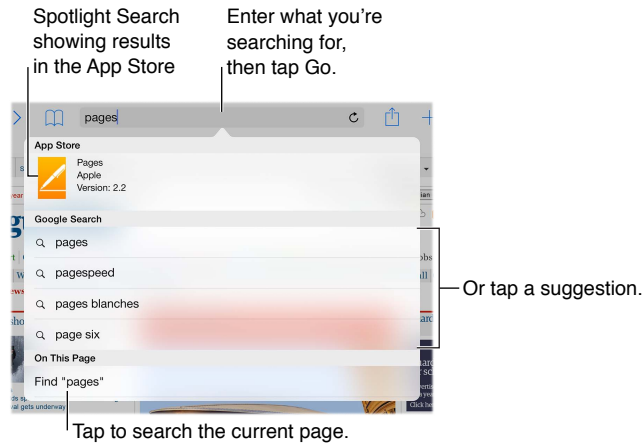


## Safari at a glance

Use Safari on iPad to browse the web, use Reading List to collect webpages to read later, and add page icons to the Home screen for quick access. Use iCloud to see pages you have open on other devices, and to keep your bookmarks, history, and reading list up to date on your other devices.



## Search the web



**Search the web.** Enter a URL or search term in the smart search field at the top of the page, then tap a search suggestion, or tap Go on the keyboard to search for exactly what you typed. If you don't want to see suggested search terms, go to Settings > Safari, then (under Search) turn off Search Engine Suggestions.

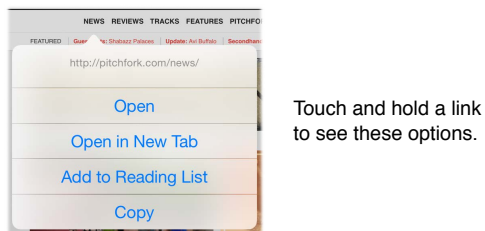
**Quickly search a site you've visited before.** Enter the name of the site, followed by your search term. For example, enter "wiki einstein" to search Wikipedia for "einstein." Go to Settings > Safari > Quick Website Search to turn this feature on or off.

**Have your favorites top the list.** Select them at Settings > Safari > Favorites.

**Search the page.** Scroll to the bottom of the suggested results list, then tap the entry under On This Page. Tap > in the bottom left to see the next occurrence on the page. To search the page for a different term, enter it in the field at the bottom of the page. To continue browsing, tap Done.


**Choose your search tool.** Go to Settings > Safari > Search Engine.


## Browse the web



**Look before you leap.** To see the URL of a link before you go there, touch and hold the link.

**Open a link in a new tab.** Touch and hold the link, then tap Open in New Tab. If you'd like to switch to a new tab when you open it, go to Settings > Safari, then turn off Open New Tabs in Background.

**Browse open tabs.** Tap , or pinch with three fingers to view all your open tabs. If you have several open tabs, tabs for the same site are stacked. To close a tab, tap X in the upper-left corner, or swipe the tab to the left. To return to a single tab, tap a tab, tap Done, or spread three fingers.

**View tabs open on your other devices.** If you turn on Safari in Settings > iCloud, you can view tabs that you have open on your other devices. Tap , then scroll to the lists at the bottom of the page.

**Close a tab.** Tap  on the tab.

**View recently closed tabs.** Touch and hold .

**Get back to the top.** Tap the top edge of the screen to quickly return to the top of a long page.

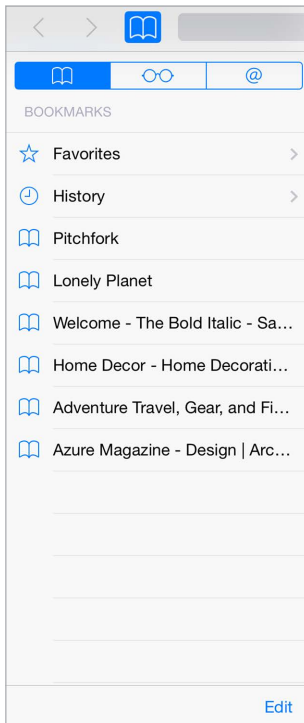
**See more.** Turn iPad to landscape orientation.

**See the latest.** Tap  next to the address in the search field to update the page.

**See a tab's history.** Touch and hold  or .

**View the desktop version of a site.** If you want to see the full desktop version of a site instead of the mobile version, tap the search field, pull down the display of your favorites, then tap Request Desktop Site.

## Keep bookmarks




**Bookmark the current page.** Tap  (or touch and hold ) , then tap Add Bookmark.

**View your bookmarks.** Tap , then tap .

**Get organized.** To create a folder for bookmarks, tap , then tap Edit.

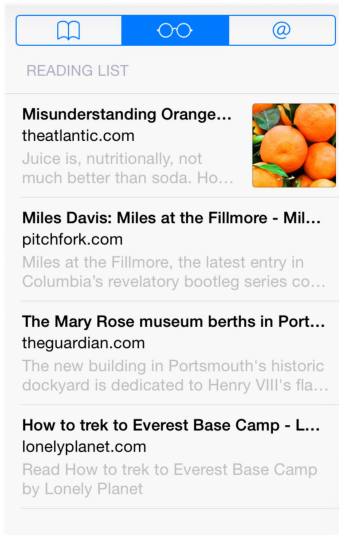
**Choose which favorites appear when you tap the search field.** Go to Settings > Safari > Favorites.

**Bookmarks bar on your Mac?** Go to Settings > iCloud, then turn on Safari if you want items from the bookmarks bar in Safari on your Mac to appear in Favorites on iPad.

**Save an icon for the current page on your Home screen.** Tap , then tap Add to Home Screen. The icon appears only on the device where you create it.

## Save a reading list for later

Save interesting items in your reading list so you can return to them later. You can read pages in your reading list even when you're not connected to the Internet.



**Add the current page to your reading list.** Tap , then tap Add to Reading List.

**Add a linked page without opening it.** Touch and hold the link, then tap Add to Reading List.

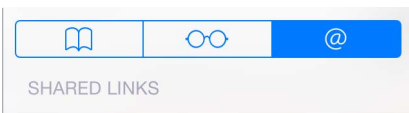
**View your reading list.** Tap , then tap .

**Delete something from your reading list.** Swipe left on the item in your reading list.


**Don't want to use cellular data to download reading list items?** Go to Settings > Safari, then turn off Use Cellular Data.




## Shared links and subscriptions


You can view links shared from social media, such as Twitter, or feeds from your subscriptions.

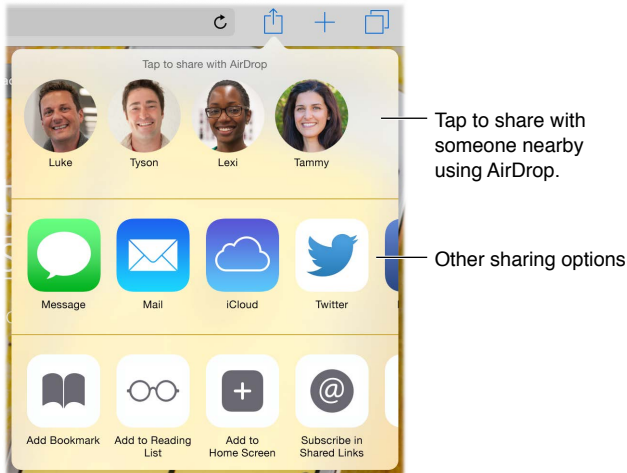


**View shared links and subscriptions.** Tap , then tap .

**Subscribe to a feed.** Go to a site that provides a subscription feed, tap , tap Add to Shared Links, then confirm by tapping Add to Shared Links.

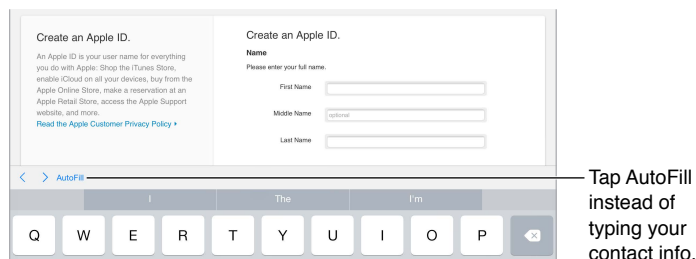
**Delete a subscription.** Tap , tap , tap Subscriptions below the list of your shared links, then tap  next to the subscription you want to delete.

Spread the news. Tap .



## Fill in forms

Whether you're logging in to a website, signing up for a service, or making a purchase, you can fill in a web form using the onscreen keyboard or have Safari fill it in for you using AutoFill.



**Tired of always having to log in?** When you're asked if you want to save the password for the site, tap Yes. The next time you visit, your user name and password will be filled in for you.

**Fill in a form.** Tap any field to bring up the onscreen keyboard. Tap < or > above the keyboard to move from field to field.

**Fill it in automatically.** Go to Settings > Safari > Passwords & Autofill, then turn on Use Contact Info. Then, tap AutoFill above the onscreen keyboard when you're filling in the form. Not all websites support AutoFill.

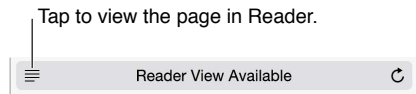
**Add a credit card for purchases.** Go to Settings > Safari > Passwords & Autofill > Saved Credit Cards > Add Credit Card. To enter the information without typing it, tap Use Camera, then hold iPad above the card so that the image of the card fits in the frame. You can also add a credit card by accepting when Safari offers to save it when you make an online purchase. See [iCloud Keychain](#) on page 42.


**Use your credit card information.** Look for the AutoFill Credit Card button above the onscreen keyboard whenever you're in a credit card field. Your card's security code isn't stored, so you still enter that yourself. If you're not using a passcode for iPad, you might want to start; see [Use a passcode with data protection](#) on page 41.


**Submit the form.** Tap Go, Search, or the link on the webpage.

## Avoid clutter with Reader

Use Safari Reader to focus on a page's primary content.



**Focus on content.** Tap  at the left end of the address field. If you don't see the icon, reader isn't available for the page you're looking at.

**Share just the good stuff.** To share just the article text and a link to it, tap  while viewing the page in Reader.

**Return to the full page.** Tap the reader icon in the address field again.

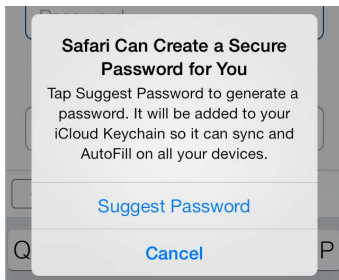
## Privacy and security

You can adjust Safari settings to keep your browsing activities to yourself and protect yourself from malicious websites.



**Want to keep a low profile?** Go to Settings > Safari, then turn on Do Not Track. Safari will ask websites you visit not to track your browsing, but beware—a website can choose not to honor the request.

**Control cookies.** Go to Settings > Safari > Block Cookies. To remove cookies already on iPad, go to Settings > Safari > Clear History and Website Data.

**Let Safari create secure passwords and store them for you.** Tap the password field when creating a new account and Safari will offer to create a password for you.



**Erase your browsing history and data from iPad.** Go to Settings > Safari > Clear History, and Settings > Safari > Clear History and Website Data.

**Visit sites without making history.** Tap , then tap Private. Sites you visit won't appear in iCloud Tabs or be added to History on your iPad. To put away your private sites, tap , then tap Private again. You can close the pages, or keep them for viewing the next time you use Private Browsing Mode.

**Watch for suspicious websites.** Go to Settings > Safari, then turn on Fraudulent Website Warning.

## Safari settings

Go to Settings > Safari, where you can:

- Choose your search engine
- Provide AutoFill information
- Choose which favorites are displayed when you search
- Have new tabs open in the background
- Display your Favorites at the top of the page
- Block pop-ups
- Tighten privacy and security
- Clear your history, cookies, and data



## Get music

### Get music and other audio content onto iPad:

- *Purchase music from the iTunes Store:* Go to iTunes Store. While browsing playlists and albums in Music, you can tap Store. See Chapter 22, [iTunes Store](#), on page 107.
- *iCloud:* Get access to all your iTunes songs, no matter which device you used to purchase them. Use iTunes Match to include CDs and other music you import. See [iCloud and iTunes Match](#) on page 67.
- *Family Sharing:* To download songs purchased by other members of your family, go to iTunes Store, tap More, tap Purchased, then choose a family member. See [Family Sharing](#) on page 35.
- *Sync content with iTunes on your computer:* See [Sync with iTunes](#) on page 18.

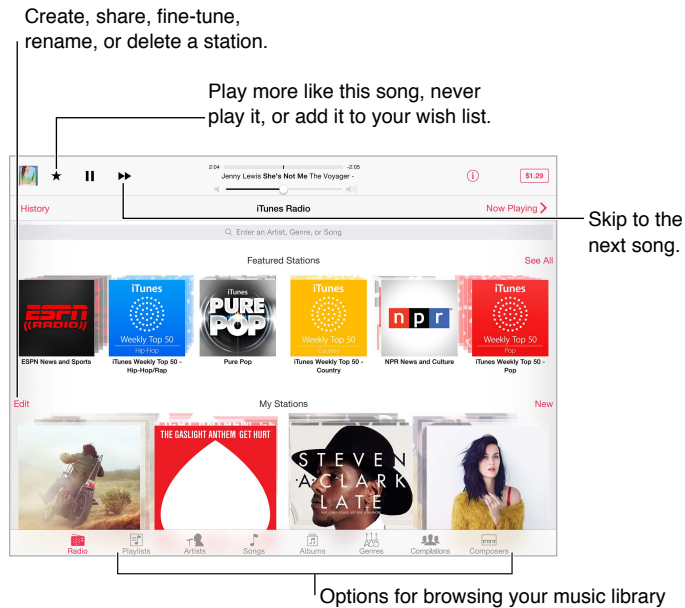
**WARNING:** For important information about avoiding hearing loss, see [Important safety information](#) on page 150.



## iTunes Radio

Featured stations provide a great way to explore and enjoy new music in a variety of genres. You can also create your own custom stations, based on your pick of artist, song, or genre.

**Note:** iTunes Radio may not be available in all areas. For more information about iTunes Radio, see [support.apple.com/kb/HT5848](https://support.apple.com/kb/HT5848).



When you pick a station and play a song, the Now Playing screen shows the album art and the playback controls. Tap ⓘ to find out more, create a new station, fine-tune the station, or share it. See [Share from apps](#) on page 34.

**Create a station based on an artist, genre, or song.** Tap New on the iTunes Radio screen. Or tap Create when browsing or playing music from your library.

**Edit your stations.** Tap Edit. You can include or exclude other artists, songs, or genres, or delete a station.

**Influence upcoming song selections.** Tap ★, then tap Play More Like This or Never Play This Song. You can also add the song to your iTunes Wish List.

**Skip to the next song.** Tap ►►. You can skip a limited number of songs per hour.

**See the songs you've played, or view your wishlist.** Tap History, then tap Played or Wishlist. You can purchase songs for your library. Tap a song to preview it.

**Purchase songs for your personal library.** Tap the price button.

**Share a station you created.** While playing the station, tap ⓘ, then tap Share Station.

## Browse and play

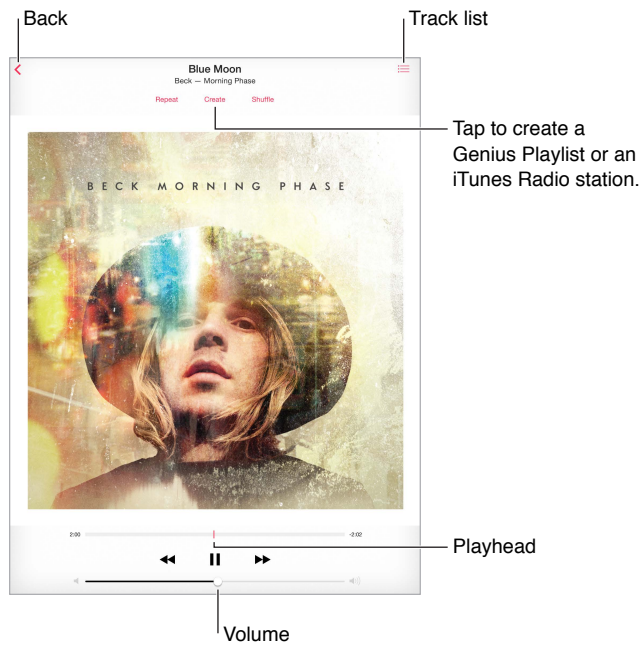
Browse your music by **playlist, artist, song, or other category**. For additional browse options, tap More, if it appears in the lower-right corner. Tap any song to play it.



You can listen to audio from the built-in speakers, from headphones attached to the headset jack, or from wireless Bluetooth stereo headphones paired with iPad. If headphones are attached or paired, no sound comes from the speakers.

**Rearrange the browse buttons.** Tap More (if it's visible), tap Edit, then drag a button onto the one you want to replace.

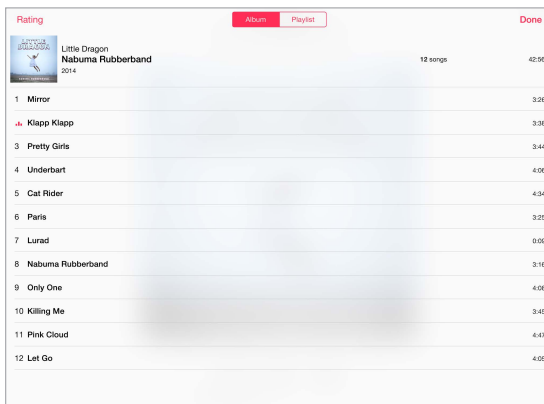
The Now Playing screen provides playback controls and shows you what's playing.



**Skip to any point in a song.** Drag the playhead. Slow down the scrub rate by sliding your finger down the screen.

**Shuffle.** Tap Shuffle on the Now Playing screen to play your tunes in random order.

**See all tracks from the album containing the current song.** Tap . To play a track, tap it.




**Search music.** While browsing, drag down to reveal the search field at the top of the screen, then enter your search text. You can also search audio content from the Home screen. See [Spotlight Search](#) on page 31.


**Rate a song for smart playlists in iTunes.** Tap the screen to reveal the rating dots, then tap a dot to assign a rating.

**Display lyrics.** If you've added lyrics to the song, tap the album cover to see them. To add lyrics, use the song's Info window in iTunes on your computer, then sync the song to iPad.


**Get audio controls from the Lock screen or when using another app.** Swipe up from the bottom edge of the screen to open Control Center. See [Control Center](#) on page 32.

**Play music on AirPlay speakers or Apple TV.** Open Control Center, then tap . See [AirPlay](#) on page 38.

## iCloud and iTunes Match

With iCloud, you can access all of the music you purchase in the iTunes Store on all of your devices. The  icon shows the songs you have in iCloud. Just click a song to play it.

**Automatically download music purchased on another device.** Go to Settings > iTunes & App Store, sign in using your Apple ID, then turn on Music under Automatic Downloads.

**Download music if you're going somewhere you won't have Wi-Fi.** Click  next to the songs you'll want to play. Or download entire albums and playlists. You can also download previous purchases in the iTunes Store—tap More, tap Purchased, then tap Music.

**Remove a song that's been downloaded.** Swipe left, then tap Delete. The song is removed from iPad, but remains available from iCloud.

**View only music that's downloaded.** Go to Settings > iTunes & App Store. Under Show All, turn off Music.

With an iTunes Match subscription, you can store all your music in iCloud (up to 25,000 songs)—even songs you imported from CDs.

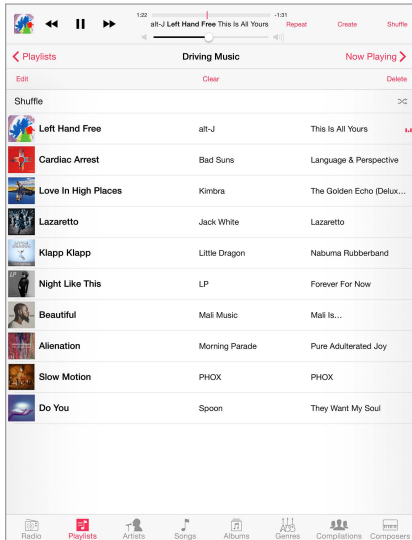
**Note:** iTunes Match may not be available in all areas. See [support.apple.com/kb/HT5085](http://support.apple.com/kb/HT5085).

**Subscribe to iTunes Match.** Go to Settings > iTunes & App Store > Subscribe to iTunes Match. See [www.apple.com/itunes/itunes-match](http://www.apple.com/itunes/itunes-match).



**Turn on iTunes Match.** Go to Settings > iTunes & App Store. Sign in if you haven't already.

## Playlists

Create playlists to organize your music. View Playlists, tap New Playlist near the top of the list, then enter a title. Tap + to add songs or videos.



**Edit a playlist.** Select the playlist, then tap Edit.

- *Add more songs:* Tap +.
- *Delete a song:* Tap , then tap Remove. Deleting a song from a playlist doesn't delete it from iPad.
- *Change the song order:* Drag .

New and changed playlists are copied to your iTunes library the next time you sync iPad with your computer, or through iCloud if you've subscribed to iTunes Match.

**Clear or delete a playlist you created on iPad.** Select the playlist, then tap Clear or Delete.


**Remove a song from iPad.** Tap Songs, swipe the song, then tap Delete. The song is deleted from iPad, but not from your iTunes library on your Mac or PC, or from iCloud.

## Genius—made for you


A Genius playlist is a collection of songs from your library that go together. Genius is a free service, but it requires an Apple ID.

A Genius Mix is a selection of songs of the same kind of music, re-created from your library each time you listen to the mix.

**Turn on Genius.** Tap Playlists, tap Genius Playlist, then tap Turn On Genius.

**Browse and play Genius Mixes.** Tap Genius (tap More first, if Genius isn't visible). Swipe to view additional mixes. To play a mix, tap .

**Make a Genius playlist.** View Playlists, then tap Genius Playlist and choose a song. Or from the Now Playing screen, tap Create, then tap Genius Playlist.

- *Replace the playlist using a different song:* Tap New, then pick a song.
- *Refresh the playlist:* Tap Refresh.
- *Save the playlist:* Tap Save. The playlist is saved with the title of the song you picked, and marked by .

If you subscribe to iTunes Match, your Genius playlists are stored in iCloud. Genius playlists created on iPad are copied to your computer when you sync with iTunes.

**Note:** Once a Genius playlist is synced to iTunes, you can't delete it directly from iPad. Use iTunes to edit the playlist name, stop syncing, or delete the playlist.

**Delete a saved Genius playlist.** Tap the Genius playlist, then tap Delete.

## Siri

You can use Siri (iPad 3rd generation or later) to control music playback. See [Use Siri](#) on page 46.

**Use Siri to play music.** Press and hold the Home button.

- *Play or pause music:* Say "play" or "play music." To pause, say "pause," "pause music," or "stop." You can also say "next song" or "previous song."
- *Play an album, artist, or playlist:* Say "play," then say "album," "artist," or "playlist" and the name.
- *Shuffle the current playlist:* Say "shuffle."
- *Find out more about the current song:* Say "what's playing," "who sings this song," or "who is this song by."
- *Use Genius to play similar songs:* Say "Genius" or "play more songs like this."

## Home Sharing

Home Sharing lets you play music, movies, and TV shows from the iTunes library on your Mac or PC. iPad and your computer must be on the same Wi-Fi network.

**Note:** Home Sharing requires iTunes 10.2 or later, available at [www.itunes.com/download](http://www.itunes.com/download). Bonus content, such as digital booklets and iTunes Extras, can't be shared.

**Play music from your iTunes library on iPad.**

- 1 In iTunes on your computer, choose File > Home Sharing > Turn On Home Sharing. Log in, then click Create Home Share.
- 2 On iPad, go to Settings > Music, then log in to Home Sharing using the same Apple ID and password.
- 3 In Music, tap More, then tap Shared and choose your computer's library.

**Return to content on iPad.** Tap Shared, then choose My iPad.

## Music settings

Go to Settings > Music to set options for Music, including:

- Sound Check (to normalize the volume level of your audio content)
- Equalization (EQ)

**Note:** EQ settings affect all sound output, including the headset jack and AirPlay. These generally apply only to music played from the Music app.

The Late Night setting compresses the dynamic range of the audio output, reducing the volume of loud passages and increasing the volume of quiet passages. You might want to use this setting when listening to music on an airplane or in some other noisy environment. The Late Night setting applies to all audio output—video as well as music.

- Grouping by album artist

**Set the volume limit.** Go to Settings > Music > Volume Limit.

**Note:** In some European Union (EU) countries, iPad may indicate when you're setting the volume above the EU recommended level for hearing safety. To increase the volume beyond this level, you may need to briefly release the volume control. To limit the maximum headset volume to this level, go to Settings > Music > Volume Limit, then turn on EU Volume Limit.

**Prevent changes to the volume limit.** Go to Settings > General > Restrictions > Volume Limit, then tap Don't Allow Changes.

# FaceTime

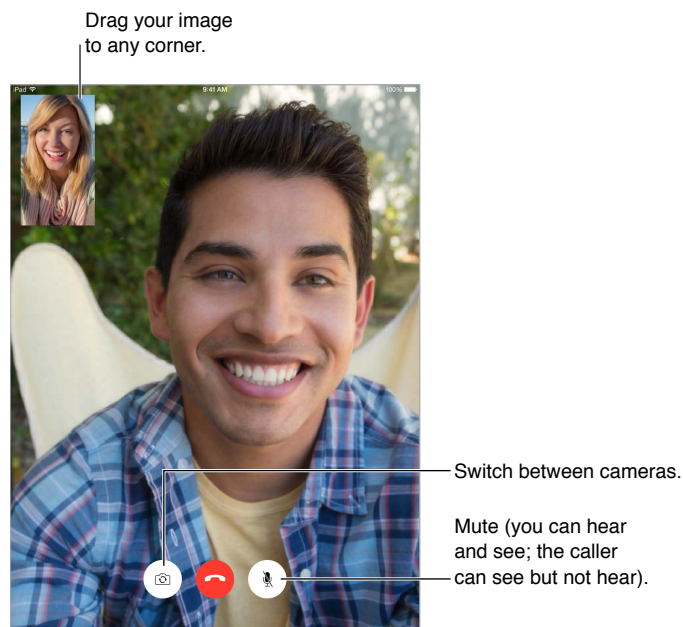
# 9



## FaceTime at a glance



Use FaceTime to make video or audio calls to other iOS devices or computers that support FaceTime. The FaceTime camera lets you talk face-to-face; switch to the rear iSight camera to share what you see around you.

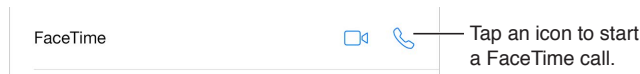
**Note:** FaceTime may not be available in all areas. On iPad Wi-Fi + Cellular models, you can make FaceTime calls over a cellular data connection. Cellular data charges may apply. See [Cellular settings](#) on page 157.




With a Wi-Fi connection and an Apple ID, you can make and receive FaceTime calls (first sign in using your Apple ID, or create a new account).

## Make and answer calls

**Make a FaceTime call.** Make sure FaceTime is turned on in Settings > FaceTime. Tap FaceTime, then type the name or number you want to call in the entry field at the top left. Tap  to make a video call, or tap  to make a FaceTime audio call. Or tap + to open Contacts and start your call from there.



**Use your voice to start the call.** Press and hold the Home button, then say “FaceTime,” followed by the name of the person to call.

**Want to call again?** Tap FaceTime to see your call history in the left panel. Tap Audio or Video to refine your search, then tap a name or number to call again. Tap  to open the name or number in Contacts. Swipe to the left, then tap Delete to delete the name or number from your call history.

**Can't take a call right now?** When a FaceTime call comes in, you can answer, decline, or choose another option.



**See the whole gang.** Rotate iPad to use FaceTime in landscape orientation. To avoid unwanted orientation changes, lock iPad in portrait orientation. See [Change the screen orientation](#) on page 23.

## Manage calls

**Multitask during a call.** Press the Home button, then tap an app icon. You can still talk with your friend, but you can't see each other. To return to the video, tap the green bar at the top of the screen.

**Juggle calls.** FaceTime calls aren't forwarded. If another call comes in while you're on a FaceTime call, you can either end the FaceTime call and answer the incoming call, decline the incoming call, or reply with a text message. You can use call waiting with FaceTime audio calls only.

**Use call waiting for audio calls.** If you're on a FaceTime audio call and another call comes in, you can decline the call, end the first call and accept the new one, or put the first call on hold and respond to the new call.

**Add multiple callers.** While on a FaceTime audio call, you can add another person to the conversation. Put the first call on hold, then tap + to add another FaceTime audio call.

**Block unwanted callers.** Go to Settings > FaceTime > Blocked > Add New. You won't receive FaceTime calls or text messages from blocked callers. For more information about blocking calls, see [support.apple.com/kb/HT5845](http://support.apple.com/kb/HT5845).

Other options in Settings let you turn FaceTime on or off, specify a phone number, Apple ID, or email address to use with FaceTime, and set your caller ID.

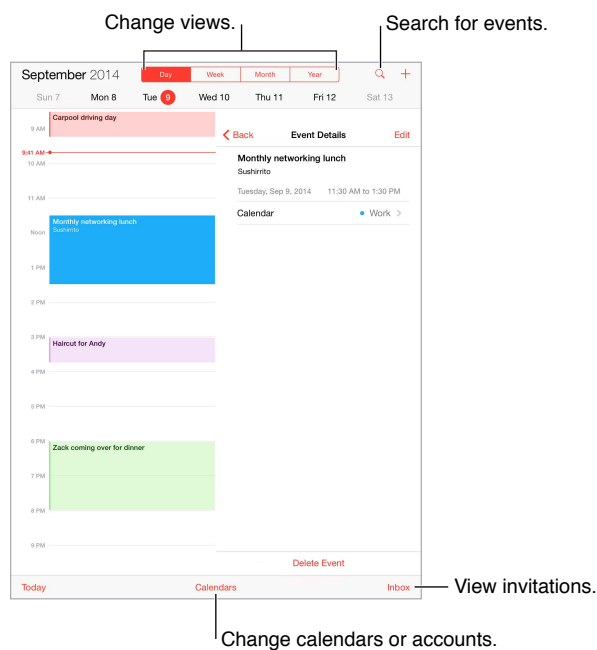


# Calendar

# 10



## Calendar at a glance



**Add an event.** Tap **+**, then fill in the event details. If you add a location and choose **Alert > Time** to leave, Calendar reminds you of the event based on the current travel time to get there.

**Search for events.** Tap **🔍**, then enter text in the search field. The titles, invitees, locations, and notes for the calendars you're viewing are searched.

**Change your view.** Tap **Day**, **Week**, **Month**, or **Year**. Tap **🔍** to view upcoming events as a list. In **Week** or **Day** view, pinch to zoom in or out.

**Change the color of a calendar.** Tap **Calendars**, tap **i** next to the calendar, then choose a color from the list. For some calendar accounts, such as Google, the color is set by the server.

**Adjust an event.** Touch and hold the event, then adjust the grab points, or drag it to a new time.

## Invitations

iCloud, Microsoft Exchange, and some CalDAV servers let you send and receive meeting invitations.

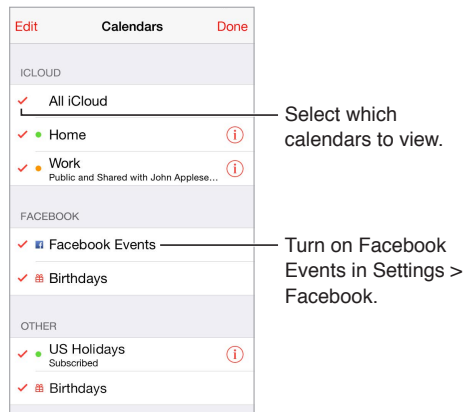
**Invite others to an event.** Tap an event, tap Edit, then tap Invitees. Type names, or tap ⊕ to pick people from Contacts. If you don't want to be notified when someone declines a meeting, go to Settings > Mail, Contacts, Calendar > Show Invitee Declines.

**RSVP.** Tap an event you've been invited to, or tap Inbox, then tap an invitation. If you add comments (which may not be available for all calendars), your comments can be seen by the organizer but not by other attendees. To see events you've declined, tap Calendars, then turn on Show Declined Events.

**Schedule a meeting without blocking your schedule.** Tap the event, tap Availability, then tap "free." If it's an event you created, tap "Show As" and then tap "free." The event stays on your calendar, but it doesn't appear as busy to others who send you invitations.

**Quickly send an email to attendees.** Tap the event, tap Invitees, then tap ✉.

## Use multiple calendars



**Turn on iCloud, Google, Exchange, or Yahoo! calendars.** Go to Settings > Mail, Contacts, Calendars, tap an account, then turn on Calendar.

**Subscribe to a calendar.** Go to Settings > Mail, Contacts, Calendars, then tap Add Account. Tap Other, then tap Add Subscribed Calendar. Enter the URL of the .ics file to subscribe to. You can also subscribe to an iCalendar (.ics) calendar by tapping a link to the calendar.

**Add a CalDAV account.** Go to Settings > Mail, Contacts, Calendars, tap Add Account, then tap Other. Under Calendars, tap Add CalDAV Account.

**View the Birthdays calendar.** Tap Calendars, then tap Birthdays to include birthdays from Contacts with your events. If you've set up a Facebook account, you can also include your Facebook friends' birthdays.

**View the Holidays calendar.** Tap Calendars, then tap Holidays to included national holidays with your events.

**See multiple calendars at once.** Tap Calendars, then select the calendars you want to view.

**Move an event to another calendar.** Tap the event, tap Edit, then select a calendar to move it to.

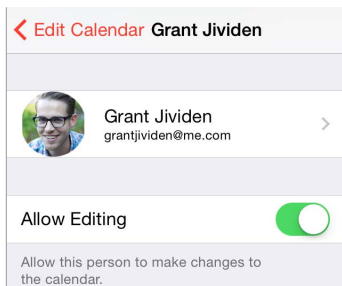
## Share iCloud calendars

With Family Sharing, a calendar shared with all the members of your family is created automatically. See [Family Sharing](#) on page 35. You can also share an iCloud calendar with other iCloud users. When you share a calendar, others can see it, and you can let them add or change events. You can also share a read-only version that anyone can view.

**Create an iCloud calendar.** Tap Calendars, tap Edit, then tap Add Calendar in the iCloud section.

**Share an iCloud calendar.** Tap Calendars, tap Edit, then tap the iCloud calendar you want to share. Tap Add Person, then enter a name, or tap ⊕ to browse your Contacts. Those you invite receive an email invitation to join the calendar, but they need an iCloud account in order to accept.

**Change a person's access to a shared calendar.** Tap Calendars, tap Edit, tap the shared calendar, then tap the person. You can turn off their ability to edit the calendar, resend the invitation to join the calendar, or stop sharing the calendar with them.



**Turn off notifications for shared calendars.** When someone modifies a shared calendar, you're notified of the change. To turn off notifications for shared calendars, go to Settings > Mail, Contacts, Calendars > Shared Calendar Alerts.

**Share a read-only calendar with anyone.** Tap Calendars, tap Edit, then tap the iCloud calendar you want to share. Turn on Public Calendar, then tap Share Link to copy or send the URL for your calendar. Anyone can use the URL to subscribe to the calendar using a compatible app.

## Calendar settings

There are several settings in Settings > Mail, Contacts, Calendars that affect Calendar and your calendar accounts. These include:

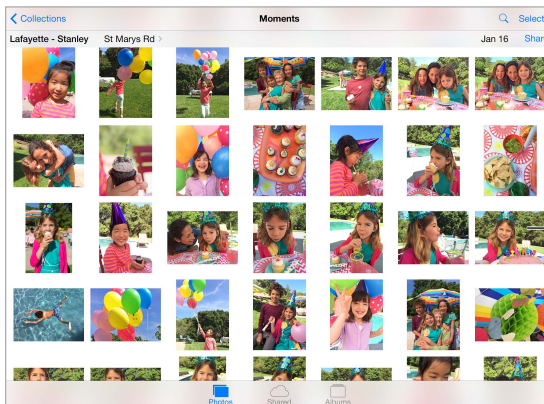
- Syncing of past events (future events are always synced)
- Alert tone played for new meeting invitations
- Default calendar for new events
- Default time for alerts
- Time zone support, to show dates and times using a different time zone
- Which day starts the week
- Display of Chinese, Hebrew, or Islamic dates



## View photos and videos

The Photos app lets you view the photos and videos:

- Taken with iPad
- Stored in iCloud (see [iCloud Photo Library beta](#) on page 79)
- Shared from others (see [iCloud Photo Sharing](#) on page 79)
- Synced from your computer (see [Sync with iTunes](#) on page 18)
- Saved from an email, text message, webpage, or screenshot
- Imported from your camera



Tap to view full screen.


The Photos app includes tabs for Photos, Shared, and Albums.

- Tap Photos to see all your photos and videos, organized by Years, Collections, and Moments. To quickly browse the photos in a collection or year, touch and hold for a moment, then drag.
- Tap Shared to see photos and videos you've shared with others or that others have shared with you. See [iCloud Photo Sharing](#) on page 79.
- Tap Albums to see how photos and videos are organized into albums on your iPad. See [Organize photos and videos](#), next.

**View all your photos and videos.** By default, Photos displays a representative subset of your photos when you view by year or by collection. To see all your photos, go to Settings > Photos & Camera, then turn off Summarize Photos.


**View by location.** While viewing by year or by collection, tap >. Photos and videos that include location information appear on a map, showing where they were taken.

While viewing a photo or video, tap to show and hide the controls. Swipe left or right to go forward or backward.

**Search photos.** From Albums or Photos, tap  to search by date (month and year), or place (city and state). Search also keeps your Recent Searches on hand and gives you a list of suggested searches.

**Zoom in or out.** Double-tap, or pinch and spread a photo. When you zoom in, you can drag to see other parts of the photo.

**Play a video.** Tap . To toggle between full screen and fit-to-screen, double-tap the display.


**Play a slideshow.** While viewing a photo, tap , then tap Slideshow. Select options, then tap Start Slideshow. To stop the slideshow, tap the screen. To set other slideshow options, go to Settings > Photos & Camera.

To stream a slideshow or video to a TV, see [AirPlay](#) on page 38.

## Organize photos and videos



The Album tab includes albums you create and several default albums, depending on which Photos features you use. Videos are automatically added to the Videos album, for example. You see a My Photo Stream album if you use that feature (see [My Photo Stream](#), next). If you use iCloud Photo Library beta, you have an All Photos album, which includes all your photos and videos in iCloud (see [iCloud Photo Library beta](#) on page 79); if you don't use iCloud Photo Library beta, the Camera Roll album includes photos and videos you took with iPad or saved to iPad from other sources.

**Note:** If you use iCloud Photo Library beta, albums are stored in iCloud and are up to date and accessible on any iOS 8.1 device using the same Apple ID. See [iCloud Photo Library beta](#) on page 79.


**Create a new album.** Tap Albums, tap , enter a name, then tap Save. Select photos and videos to add to the album, then tap Done.

**Add items to an existing album.** While viewing thumbnails, tap Select, select items, tap Add To, then select the album.


**Manage albums.** While viewing your album list, tap Edit.


- *Rename an album:* Select the album, then enter a new name.
- *Rearrange albums:* Touch , then drag the album to another location.
- *Delete an album:* Tap .

With iCloud Photo Library beta, you can manage all your albums from any iOS 8.1 device set up with iCloud Photo Library beta.

**Mark your favorites.** While viewing a photo or video, tap  to automatically add it to the Favorites album. A photo can be part of another album as well as Favorites.

**Hide photos you want to keep but not show.** Touch and hold a photo, then choose Hide. The photo is moved to the Hidden album. Touch and hold a hidden photo to Unhide it.

**Remove a photo or video from an album.** Tap the photo or video, tap , then tap Delete Photo. The photo is removed from the album and from the Photos tab.

**Delete a photo or video from Photos.** Tap the Photos tab, tap the photo or video, tap , then tap Delete Photo or Delete Video. Deleted photos and videos are kept in the Recently Deleted album on iPad, with a badge showing the remaining days until the item is permanently removed from iPad. To delete the photo or video permanently before the days expire, tap the item, tap Delete, then tap Delete Photo or Delete Video. If you use iCloud Photo Library beta, deleted photos and videos are permanently removed from all iOS 8.1 devices that use iCloud Photo Library beta with the same Apple ID.

**Recover a deleted photo or video.** In the Recently Deleted album, tap the photo or video, tap Recover, then tap Recover Photo or Recover Video to move the item to the Camera Roll or, if you use iCloud Photo Library beta, the All Photos album.

## My Photo Stream

My Photo Stream, turned on by default, automatically uploads new photos and videos to your other devices that use My Photo Stream.



**Turn My Photo Stream on or off.** Go to Settings > Photos & Camera, or Settings > iCloud & Photos.

**Note:** Photos stored in iCloud count against your total iCloud storage, but photos uploaded to My Photo Stream don't count additionally against your iCloud storage.

**Use My Photo Stream without iCloud Photo Library beta.** Photos and videos you take with iPad are added to the My Photo Stream album when you leave the Camera app and iPad is connected to Wi-Fi. Any photos you add—including screenshots and photos saved from email, for example—also appear in your My Photo Stream album.

Photos and videos added to My Photo Stream on your other devices appear in your My Photo Stream album on iPad. iOS devices can keep up to 1000 of your most recent photos in iCloud for 30 days; you can choose to automatically import these photos to your computer, if you want to keep them permanently.

**Manage My Photo Stream contents.** In the Recently Added album, tap Select.

- *Save your best shots on iPad:* Select the photos, then tap Add To.
- *Share, print, or copy:* Select the photos, then tap .
- *Delete photos:* Select the photos, then tap .

**Note:** Although deleted photos are removed from My Photo Stream on all your devices, the original photos remain in Photos on the device on which they were originally taken. Photos that you save to another album on a device or computer are also not deleted. See [support.apple.com/kb/HT4486](https://support.apple.com/kb/HT4486).

**Use My Photo Stream with iCloud Photo Library beta.** If you enable iCloud Photo Library beta on iPad, you can use My Photo Stream to upload recent photos and videos and view them on other devices that do not have iCloud Photo Library beta enabled.

## iCloud Photo Library beta

iCloud Photo Library beta gives you access to your photos and videos on any supported iOS 8.1 device and on [iCloud.com](https://www.icloud.com) with the same Apple ID. You can make changes to photos and videos in the Photos app, preserve both the original and edited versions, and see the changes updated across your devices (see [Edit photos and trim videos](#) on page 81). Store as many photos and videos as your iCloud storage plan allows. If you turn on iCloud Photo Library beta, you can't use iTunes to sync photos and videos to iPad.

**Turn on iCloud Photo Library beta.** Go to Settings > iCloud > Photos. Or go to Settings > Photos & Camera.

**View photos and videos in iCloud Photo Library beta.** In addition to viewing your photos and videos in the Photos tab, organized by Years, Collections, and Moments, you can also view them as a continuous stream, organized by date added, in the All Photos album.

**Choose to optimize your storage or keep all your photos and videos in full-resolution on iPad.** Optimize iPad Storage, on by default, keeps lighter-weight versions, perfect for viewing on iPad. Tap Download and Keep Originals to keep your full-resolution originals on iPad. Full-resolution originals are always backed up and kept in your iCloud Photo Library.

**Download a full-resolution photo or video.** If you're not storing original versions on iPad, simply pinch to zoom in to 100%, or tap Edit.

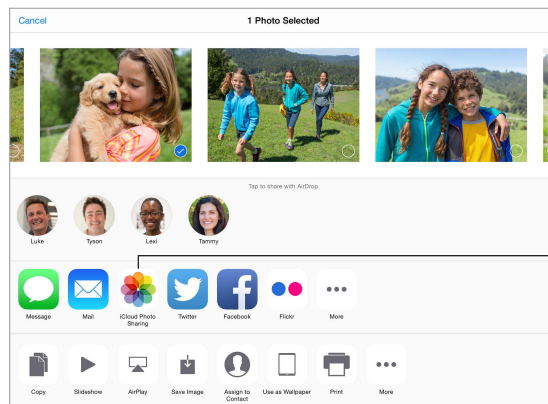
**Note:** To upload photos and videos to iCloud Photo Library beta, iPad must be connected to Wi-Fi. Using a cellular connection on iPad cellular models, you can download up to 100 MB at a time.

If your uploaded photos and videos exceed your storage plan, you can upgrade your iCloud storage. Go to Settings > iCloud > Storage > Change Storage Plan to learn about the available options.

## iCloud Photo Sharing


With iCloud Photo Sharing, you can create albums of photos and videos to share, and subscribe to other people's shared albums. You can invite others using iCloud Photo Sharing (iOS 6 or later or OS X Mountain Lion or later) to view your albums, and they can leave comments if they wish. If they're using iOS 7 or OS X Mavericks or later, they can add their own photos and videos. You can also publish your album to a website for anyone to view. iCloud Photo Sharing works with or without iCloud Photo Library beta and My Photo Stream.

**Note:** To use iCloud Photo Sharing, iPad must be connected to Wi-Fi. iCloud Photo Sharing works over both Wi-Fi and cellular networks. Cellular data charges may apply. See [Usage information](#) on page 155.





Create new shared albums or add photos to existing ones.

**Turn on iCloud Photo Sharing.** Go to Settings > iCloud > Photos. Or go to Settings > Photos & Camera.

**Share photos and videos.** While viewing a photo or video, or when you've selected multiple photos or videos, tap , tap iCloud Photo Sharing, add comments, then share to an existing shared album or select a new one. You can invite people to view your shared album using their email address or the mobile phone number they use for iMessage.

**Enable a public website.** Select the shared album, tap People, then turn on Public Website. Tap Share Link if you want to announce the site.


**Add items to a shared album.** View a shared album, tap , select items, then tap Done. You can add a comment, then tap Post.


**Delete photos from a shared album.** Select the shared album, tap Select, select the photos or videos you want to delete, then tap . You must be the owner of the shared album, or the owner of the photo.

**Delete comments from a shared album.** Select the photo or video that contains the comment. Touch and hold the comment, then tap Delete. You must be the owner of the shared album, or the owner of the comment.

**Rename a shared album.** Tap Shared, tap Edit, then tap the name and enter a new one.

**Add or remove subscribers, or turn Notifications on or off.** Select the shared album, then tap People.



**Subscribe to a shared album.** When you receive an invitation, tap the Shared tab , then tap Accept. You can also accept an invitation in an email.

**Add items to a shared album you subscribed to.** View the shared album, then tap . Select items, then tap Done. You can add a comment, then tap Post.

**See your Family album.** When Family Sharing is set up, a shared album called "Family" is automatically created in Photos on all family members' devices. Everyone in the family can contribute photos, videos, and comments to the album, and be notified whenever something new is added. For more information about setting up Family Sharing, see [Family Sharing](#) on page 35.

## Other ways to share photos and videos

You can share photos and videos in Mail or Messages, or through other apps you install.

**Share or copy a photo or video.** View a photo or video, then tap . If you don't see , tap the screen to show the controls.


Tap More in Sharing to turn on the apps you want to use for sharing.

The size limit of attachments is determined by your service provider. iPad may compress photo and video attachments, if necessary.

You can also copy a photo or video, then paste it into an email or text message (MMS or iMessage).

**Share or copy multiple photos and videos.** While viewing by moment, tap Share.

**Save or share a photo or video you receive.**

- *Email:* Tap to download it if necessary, then touch and hold the item to see sharing and other options.
- *Text message:* Tap the item in the conversation, then tap .