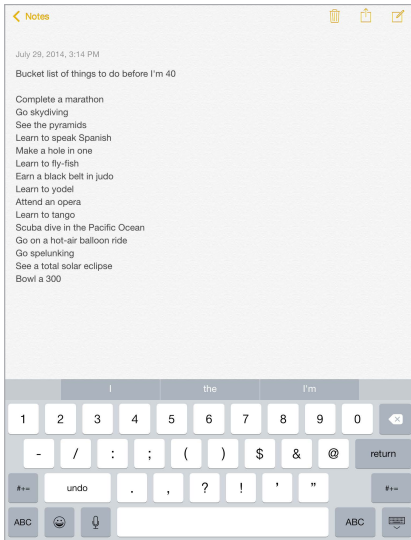


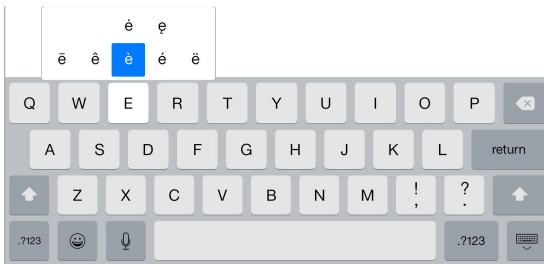
## Enter text

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 **😊** 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. To quickly end a sentence with a period and a space, just double-tap the space bar.

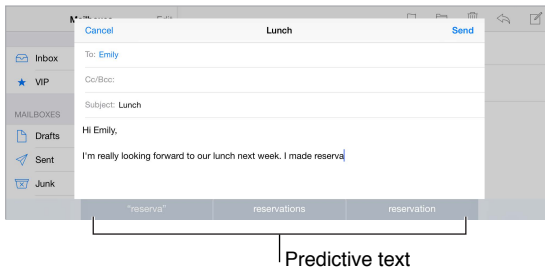
**Enter accented letters or other alternate characters.** Touch and hold a key, then slide to choose one of the options.





**Hide the onscreen keyboard.** Tap the Keyboard key **📄**.

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  or , then slide to Predictive.

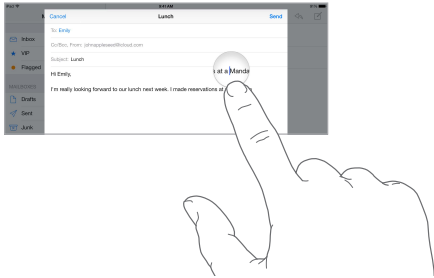
If you turn off predictive text, iPad may still try to suggest corrections for misspelled words. Accept a correction by entering a space or punctuation, or by tapping return. To reject a correction, tap the "x." If you reject the same suggestion a few times, iPad stops suggesting it.

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

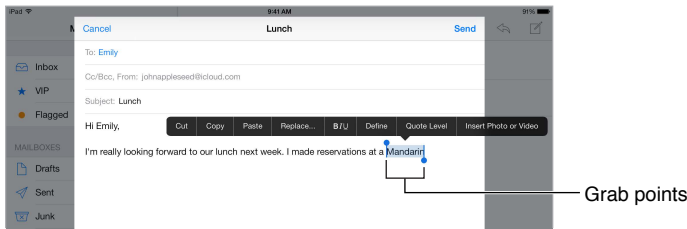
You can also use an Apple Wireless Keyboard to enter text. See [Use an Apple Wireless Keyboard](#) on page 31. To dictate instead of typing, see [Dictate](#) on page 32.

## 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.



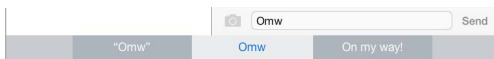
You can cut, copy, or paste over selected text. With some apps, you can also get bold, italic, or underlined text (tap B/I/U); get the definition of a word; or have iPad suggest an alternative. You may need to tap ► to see all the options.

**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 41.

## 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.

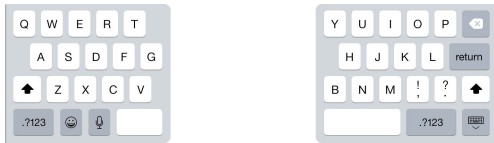
**Switch keyboards.** If you haven't added any keyboards, tap  to switch to the emoji keyboard. If you have several keyboards, tap  to switch to the last one you used. Continue tapping to access other enabled keyboards, or touch and hold , then slide to choose a different keyboard.

For information about international keyboards, see [Use international keyboards](#) on page 156.

**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 166.

**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

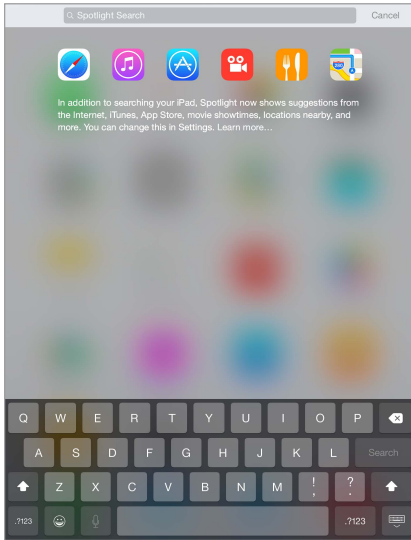
Many apps include a search field where you can type to find something within the app. For example, in the Maps app, you can search for a specific location.


### 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 also use Spotlight Search to find and open apps.



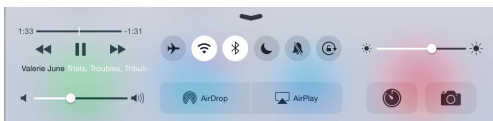
**Choose which apps and content are searched.** Go to Settings > General > Spotlight Search, then tap to deselect apps or content. To change the search order, touch and drag  to a new position.

**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, AirPlay, control and playback of currently playing audio, 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 37.



**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.

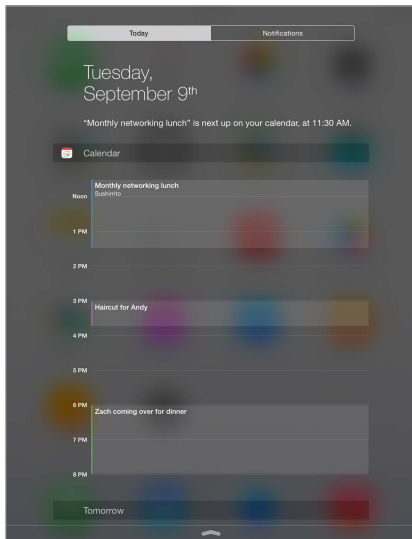
**Silence your alerts.** Go to Settings > Do Not Disturb. You can also use Siri to turn Do Not Disturb on or off. Say “Turn on Do Not Disturb” or “Turn off Do Not Disturb.”

**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 25.

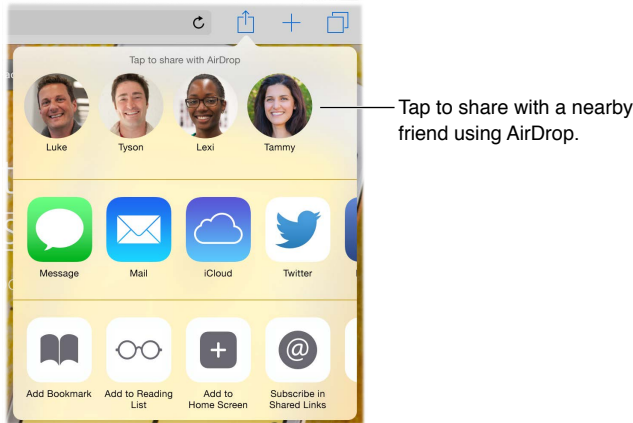
**Use Twitter, Facebook, Flickr, Vimeo or other third-party apps with sharing options.** Sign in to your account in Settings. The third-party sharing buttons take you to the appropriate setting if you're not yet signed in.

**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 with OS X Yosemite. AirDrop transfers information using Wi-Fi and Bluetooth—both must be turned on. To use AirDrop, you need to be signed in to iCloud using your Apple ID. Transfers are encrypted for security.



**Share an item using AirDrop.** Tap Share , then tap the name of a nearby AirDrop user.

**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, iBooks Store, and App 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.

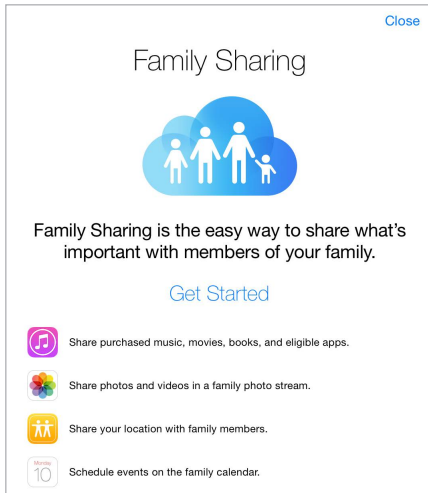
Children under 13 can participate in Family Sharing, too. As a parent or legal guardian, the family organizer can provide parental consent for a child to have his or her own Apple ID, and create it on the child's behalf. Once the account is created, it's added to the family group automatically.

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 in to 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, iBooks Store, or App 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 85.

**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 81.

**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 107.

**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 53.

**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 45.

**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 with iOS 8, Mac computers with OS X Yosemite, PCs with iCloud for Windows 4.0, or on iCloud.com. To access iCloud Drive, you must be signed in to iCloud using your Apple ID. iCloud Drive works with supported apps including Pages, Numbers, Keynote, GarageBand, and some third-party apps. Storage limits are subject to your iCloud storage plan.

### 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 37.

## 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 166.


## 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 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 (not available in all areas). 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 45. You can log in to your account at [iCloud.com](https://www.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 159.


**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 Bluetooth on or off.** Go to Settings > Bluetooth. You can also turn Bluetooth  on or off in Control Center.

**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 31.

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 40. 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 to change the settings you make. This can be different from the passcode for unlocking iPad.


**Important:** If you forget your restrictions passcode, you must restore the iPad software. See [Restore iPad](#) on page 166.

## 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 Reminders, Maps, 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 35)
- Notifications View (see [Notification Center](#) on page 35)
- Siri (if enabled, see [Siri settings](#) on page 49)

**Allow access to Control Center when iPad is locked.** Go to Settings > Control Center. See [Control Center](#) on page 34.

**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 166.

## Touch ID

On iPad models with Touch ID, you can unlock iPad by placing a finger on the Home button. Touch ID also lets you:

- Use your Apple ID password to make purchases in the iTunes Store, App Store, or iBooks Store
- Provide 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, place a finger on 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 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 41.

## 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 64.

**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 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 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 through the App Store) on another iPad, iPhone, or iPod touch, or using a Mac or PC web browser signed in to [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. iPad sends its last location prior to the battery running out when Send Last Location in Settings is turned on.

**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 41.
- *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 41.

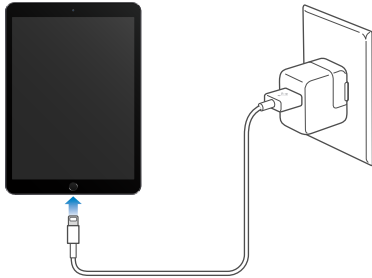
**Note:** Before selling or giving away your iPad, you should erase it completely to remove all of your personal data and turn off Find My iPad to ensure the next owner can activate and use the device normally. Go to Settings > General > Reset > Erase All Content and Settings. See [Sell or give away iPad](#) on page 167.

## 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 159.

**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.



**Note:** Connecting iPad to a power outlet can start an iCloud backup or wireless iTunes syncing. See [Back up iPad](#) on page 165 and [Sync with iTunes](#) on page 20.

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 should be replaced only by Apple or an authorized service provider. See [www.apple.com/batteries/service-and-recycling/](http://www.apple.com/batteries/service-and-recycling/).

## Travel with iPad

Some airlines let you keep your iPad turned on if you switch to Airplane Mode. Wi-Fi and Bluetooth are disabled so you can't make or receive FaceTime calls or use features that require wireless communication, but 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 to enable those services, 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 34.

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 15.

# Siri

# 4

## Use Siri

Siri (iPad 3rd generation or later) 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.

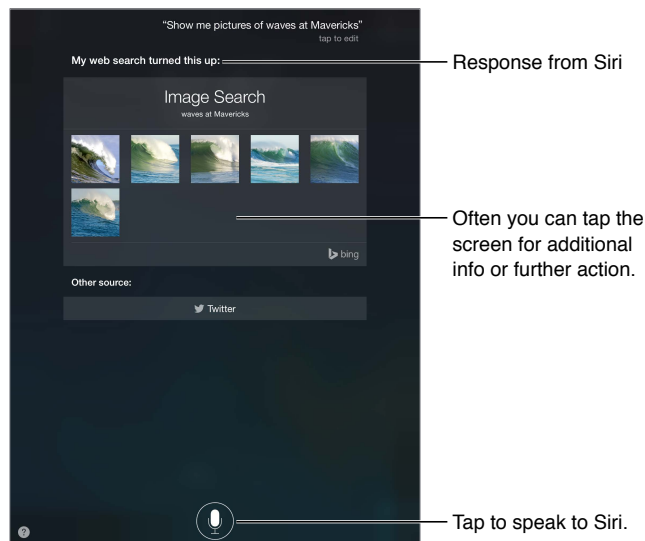
**Note:** To use Siri, iPad must be connected to the Internet. See [Connect to Wi-Fi](#) on page 16. Cellular charges may apply.


**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.

## Siri and apps

Siri works with many of the apps on iPad, including FaceTime, Messages, Maps, Clock, Calendar, and more. For example, you can say things like:

- "FaceTime Mom"
- "Do I have any new texts from Rick?"
- "I'm running low on gas"
- "Set an alarm for 8 a.m."
- "Cancel all my meetings on Friday"

More examples of how you can use Siri with apps appear throughout this guide.

## 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 when I get home."

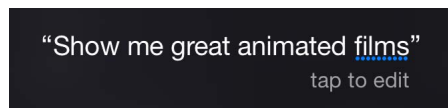
**Tell Siri who you are.** Fill out your contact card in Contacts, go to Settings > General > Siri > My Info, then tap your contact card.

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 42.

## Make corrections

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



Or tap  again, then clarify your request verbally.

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

## 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 42.

# 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 in to 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.

With Continuity (iOS 8 or later), you can also send and receive SMS and MMS messages on your iPad, relayed through your iPhone. Both your iPad and iPhone must be signed in to iMessage using the same Apple ID. Charges may apply to the text messaging service for your iPhone. See [About Continuity features](#) on page 25.

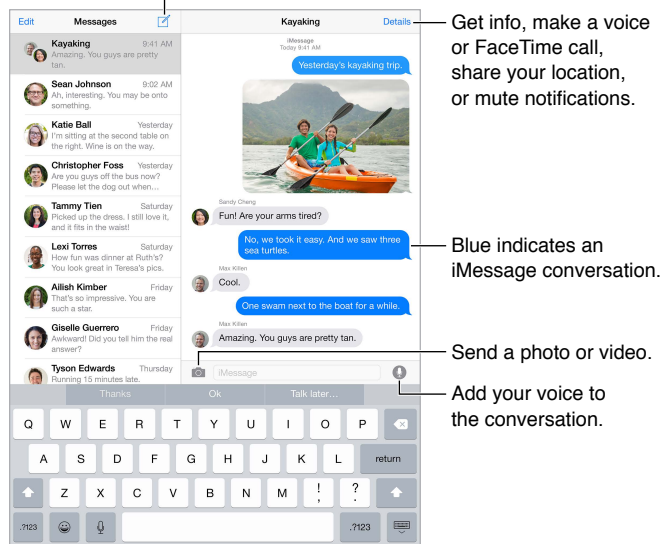
**Sign in to iMessage.** Go to Settings > Messages, then turn on iMessage.



**WARNING:** For important information about avoiding distractions that could lead to dangerous situations, see [Important safety information](#) on page 159.


**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.


**Use Siri.** Say something like:

- “Send a message to Emily saying how about tomorrow”
- “Read my messages”
- “Read my last message from Bob”
- “Reply that’s great news”

**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 157.

**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.

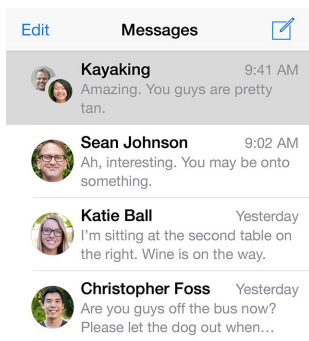
**Leave a group.** Tap Details, then tap Leave this Conversation.

**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 33.


## 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 may compress photo and video attachments when 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 35.

**Set the alert sound for incoming text messages.** See [Sounds and silence](#) on page 36.