



# iPad User Guide

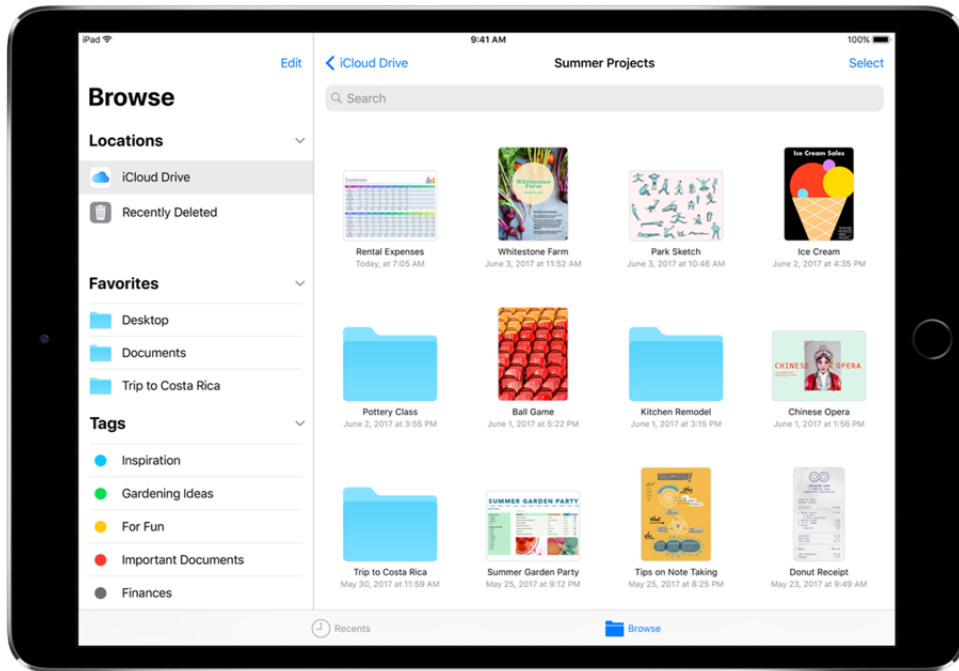
Everything you need to know about iPad



## The new tool for school

Stay at the top of the class

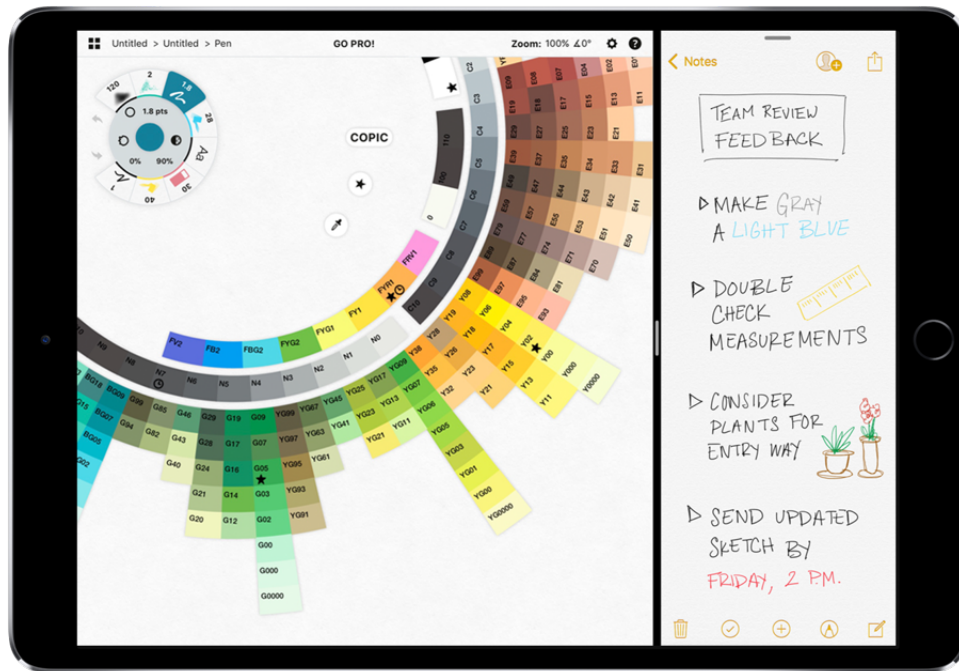
Use iPad to stay organized, create amazing projects, share with your classmates, and get things done.



## Quickly find and share files

With the Files app, you can browse, search, and organize all your files in one place. To find your latest paper or project, just tap Recents.

If you're working on a team project and want everyone to work in the same document, share a file in iCloud Drive. Touch and hold the file, tap Share, then tap Add People. To move a file to iCloud Drive first, touch and hold the document, then tap Move.



## Multitask with Split View and Slide Over

When you're working on a project, you might want to use more than one app at a time. On models that support multitasking, open one app, then swipe up from the bottom of the screen to reveal the Dock. Touch and hold the icon of another app, then drag it to the right or left edge of the screen to open it in Split View.

Or use Slide Over to open an app on top of another app (or even on top of two apps open in Split View). From the Dock, touch and hold an app, then drag it to the center of the screen. Slide Over is useful if you just want to use another app for a short time.



## A picture is worth a thousand words

Quickly take and mark up a screenshot—so you can give clear feedback when you're working on a team project. To take a screenshot, press and hold the Sleep/Wake button on the top of your iPad while you press the Home button. Then tap the thumbnail that appears for a few moments in the bottom-left corner of the screen and use the tools to add your thoughts.

Or, in Mail use Instant Markup to add a quick sketch and show your team what you're thinking. Just use Apple Pencil to draw right in the message. No Apple Pencil? No worries. Touch and hold the spot in the message where you want to add a sketch, then tap Insert Drawing.

Want to learn more? Check out the [View files and folders](#), [Use multiple apps at the same time](#), and [Markup](#).

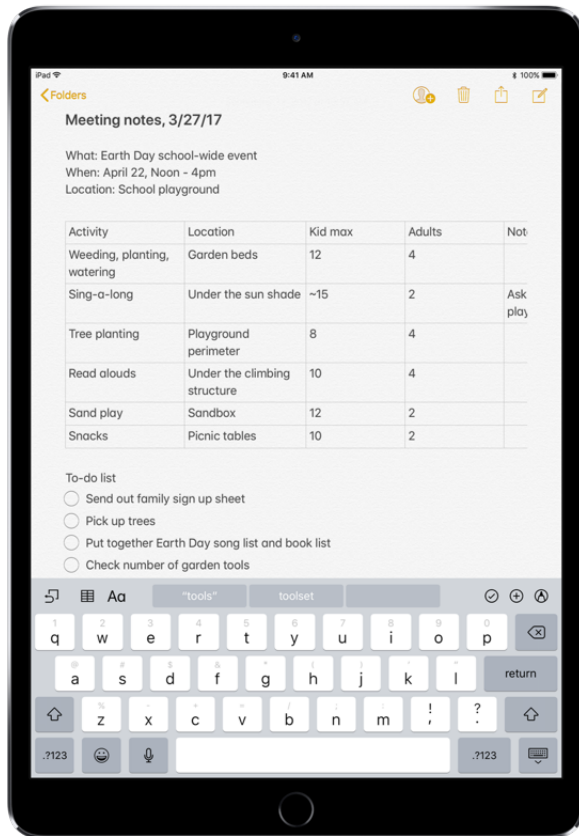
Not all features are available for all iPad models.





# Work smart

## Maximize your team's productivity


Use Notes to streamline your team's process—keep ongoing to-do lists, plan things out, and collaborate, even when you're not in the same room.




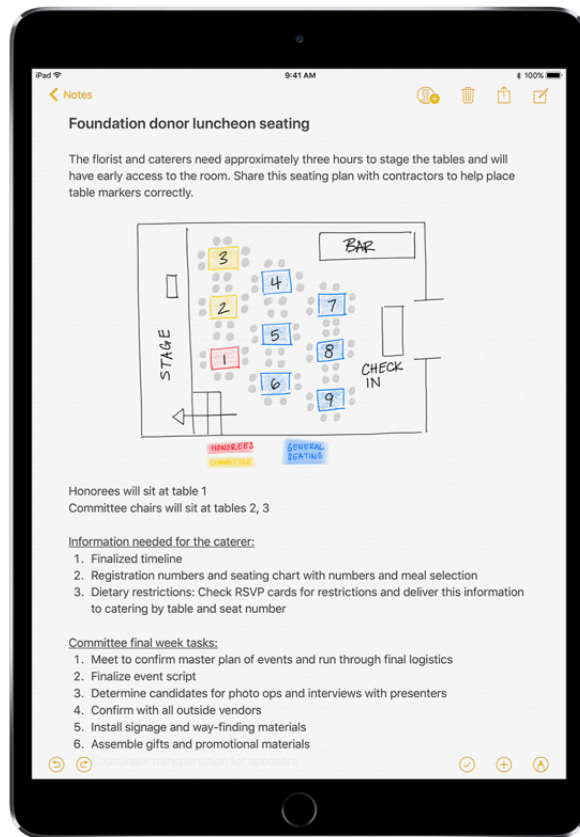
## Stay on track

Managing a project? Open a note to review outstanding items and keep track of deadlines and goals when you're in a meeting. Tap  to begin a checklist or  to add a table.


## Sketch out a plan

Sometimes bullet points just don't cut it. Tap  to add a quick handwritten note or draw in your note. Or if you have Apple Pencil, just touch it to the note and start drawing.

If you want to use additional drawing tools, more colors, or be able to zoom in and out as you work, tap , then tap Add Sketch.



## Work together

When you share a note, you and your team can all work in the same file—so you don't have to wonder who has the latest version. Just tap , then choose how you'd like to invite people.

Learn more about what you can do in the [Notes app](#).

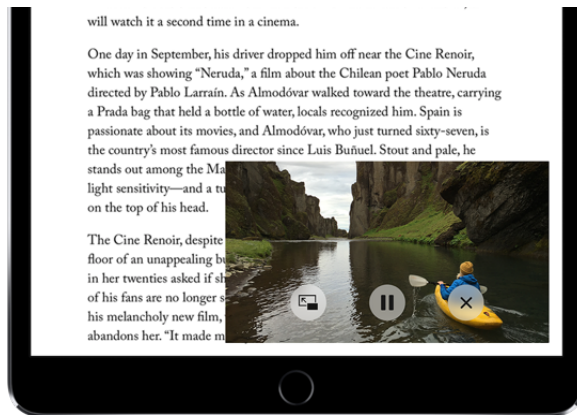
Not all features are available for all iPad models.




## A quiet Sunday

Take a break with iPad

Sometimes after a busy week, you just need some down time. Curl up with iPad to enjoy a good book, watch a TV show, do some shopping, and catch up with friends.

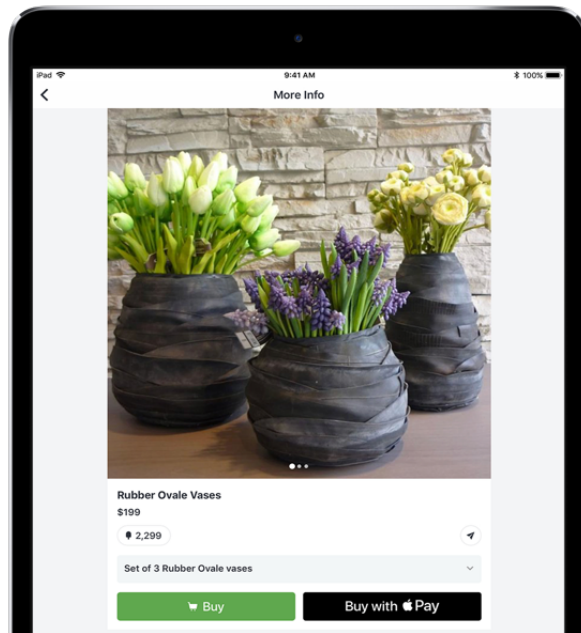


## Watch a movie while you surf the web

With Picture in Picture, you can watch your favorite movie while you check your mail or look at something online. Tap  at the bottom of your video screen. To make the small video screen larger, pinch it open. Pinch closed to shrink it again.

## Shop with Apple Pay

Visit your favorite store in an app or online. When you find that perfect shirt, tap Apple Pay to check out easily with Touch ID—no need to hunt for your credit card.





## Hang out

Open FaceTime, tap +, then call your friend for a visit. As you chat, tap the Shutter button to take a Live Photo—so you can hold on to the moment long after the call is over.



## Fall asleep with a book

Reading a book is a great way to wind down as bedtime draws near. Choose a good read in iBooks, then tone down the blue light that may make it harder for you to sleep. Drag up from the bottom of the screen, touch and hold , then tap  to turn on Night Shift.



To learn more, check out [Buy with Apple Pay](#), [FaceTime](#), and [Picture in Picture](#).

Not all features are available in all regions, or for all iPad models.

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Welcome

[Say hello to iPad](#)

[Get started](#)

[What's new in iOS 11](#)

[Basics](#)

[Siri](#)

[Personalize your iPad](#)

[Apps](#)

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[iPad and other devices](#)

[Privacy and security](#)

[Restart, update, reset, and restore](#)

Accessibility

Safety, handling, and support

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# Say hello to iPad

## A quick look at iPad

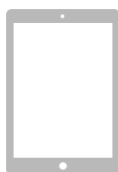
This guide describes iOS 11.3 for:



iPad Pro (12.9-inch)

iPad Pro (10.5-inch)

iPad Pro (9.7-inch)



iPad (6th generation)

iPad (5th generation)

iPad Air 2

iPad Air



iPad mini 4

iPad mini 3

iPad mini 2

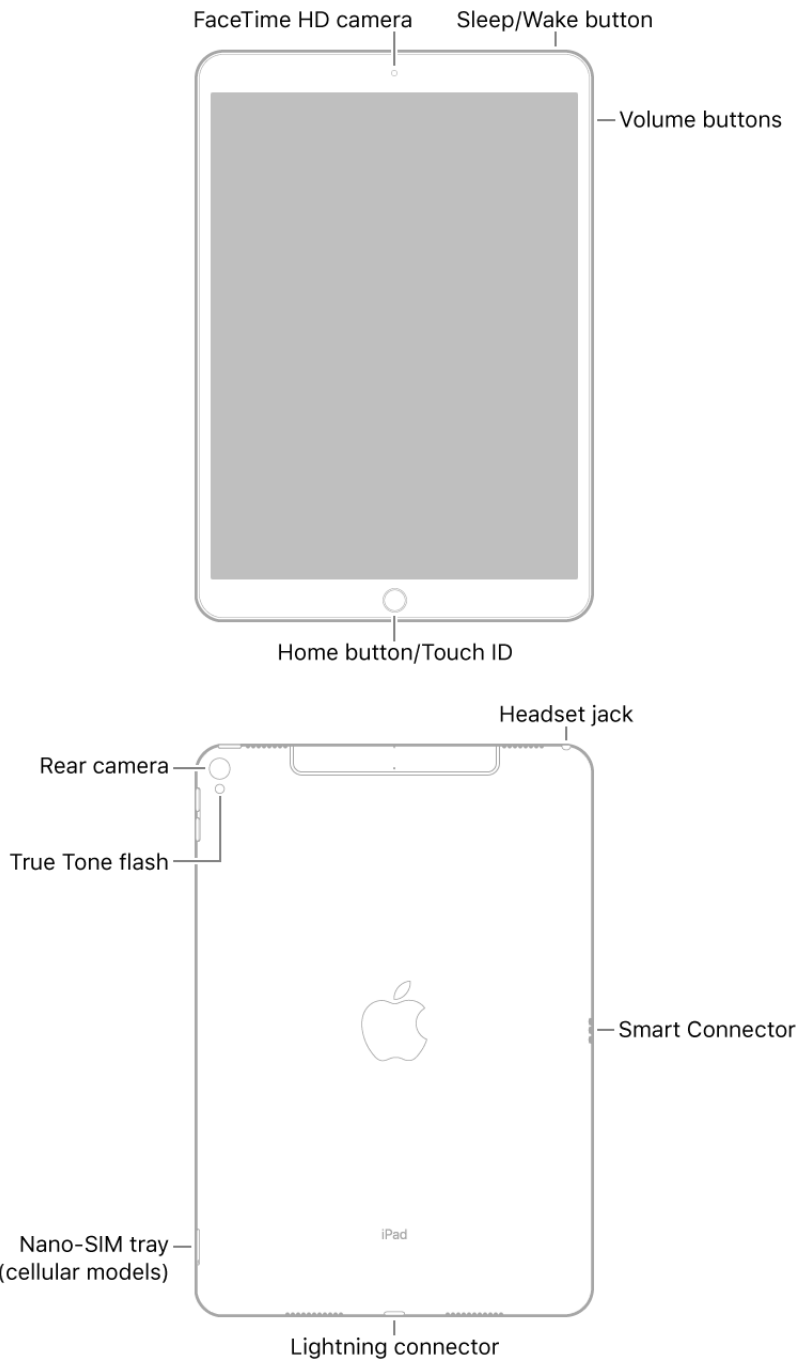
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Your features and apps may vary depending on the model of iPad you have, and on your region, language, and carrier. To find out which features are supported in your region, go to the [iOS Feature Availability website](#).

*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.

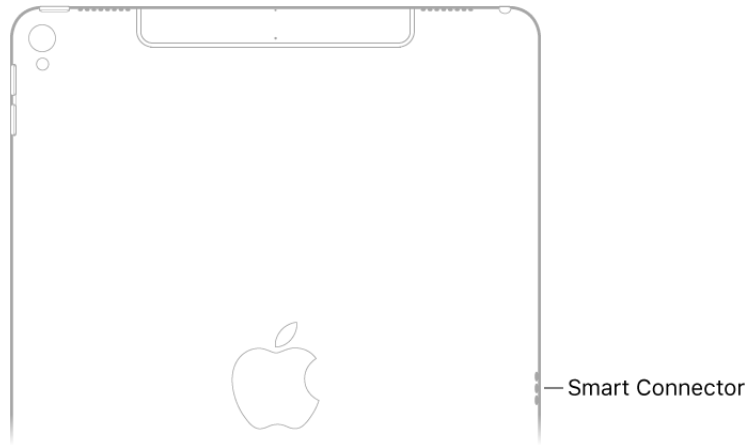
## iPad Pro

Take a tour of iPad Pro.



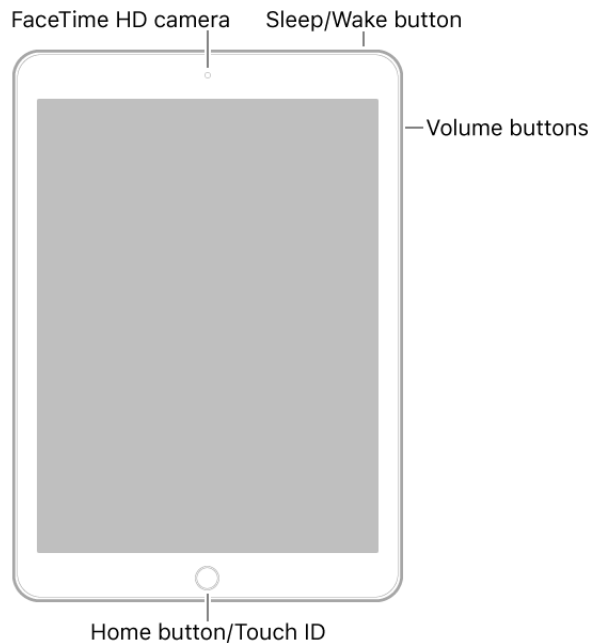
*Note:* True Tone flash is available only on supported models.

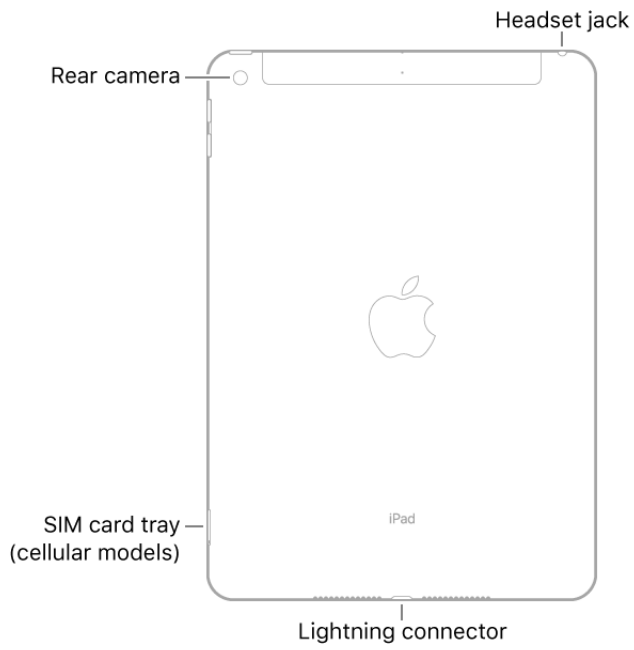
## Smart Connector



Using the Smart Connector, you can magnetically attach an accessory, such as iPad Pro Smart Keyboard (available separately), to iPad Pro. For more information about iPad Pro Smart Keyboard, see the Apple Support article [Use your Smart Keyboard with iPad Pro](#).

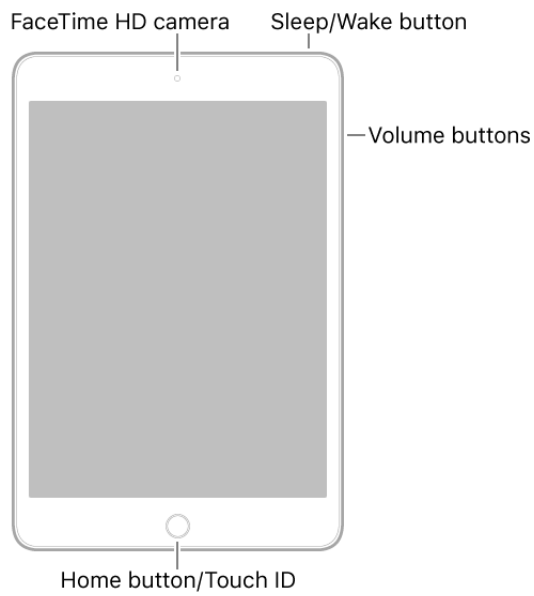
iPad (6th generation), iPad (5th generation), iPad Air 2,  
iPad Air

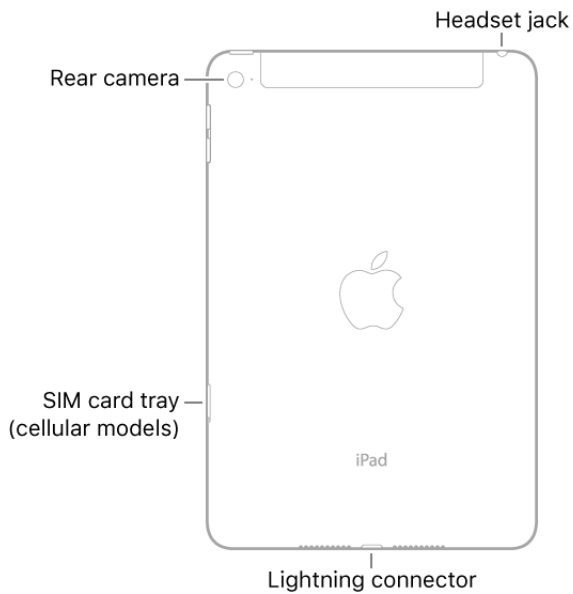




*Note:* Touch ID is available only on supported models.

## iPad mini





*Note:* Touch ID is available only on supported models.

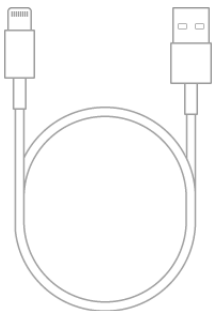
## Accessories included with iPad

The following accessories are included with iPad:

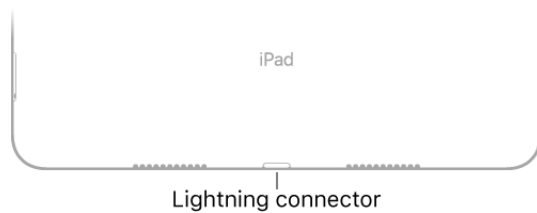
**USB power adapter.** Use this adapter with the Lightning to USB Cable to charge the iPad battery. The size of your adapter depends on the iPad model and your region.



**Lightning to USB Cable.** Use this cable to connect iPad to the USB power adapter or to your computer.




# Lightning connector




Connect your Lightning to USB Cable to the Lightning connector to charge or sync your iPad. For more information about charging, see [Charge and monitor the battery](#). For more information about syncing, see [Sync iPad](#).

If you have Apple Pencil (available separately), plug it into the Lightning connector to pair or charge it with iPad Pro or iPad (6th generation). For more information, see the Apple Support article [Use Apple Pencil with iPad Pro](#).

## View this user guide on iPad

**View the user guide in Safari.** Tap , then tap the iPad User Guide bookmark. If you don't see a bookmark, go to [the iPad User Guide](#).

- *Add an icon for the user guide to the Home screen:* Tap , then tap Add to Home Screen.
- *View the user guide in a different language:* Tap the language link (English, for example) at the bottom of the first page, then choose a language.

**View the user guide in iBooks.** Open iBooks, tap Search, then enter "iPad user guide." For more information, see [Get books](#).

## Get tips on using iOS 11

The Tips app helps you get the most from iPad.

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

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

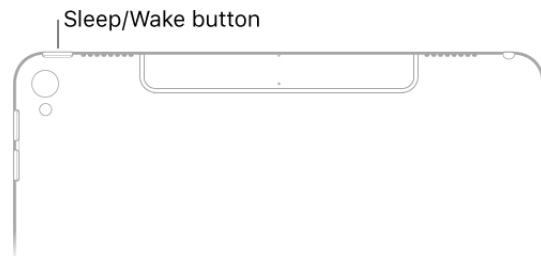


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# Get started

## Turn on iPad

**Turn on iPad.** Press and hold the Sleep/Wake button until the Apple logo appears.



If iPad doesn't turn on, you might need to [Charge and monitor the battery](#).

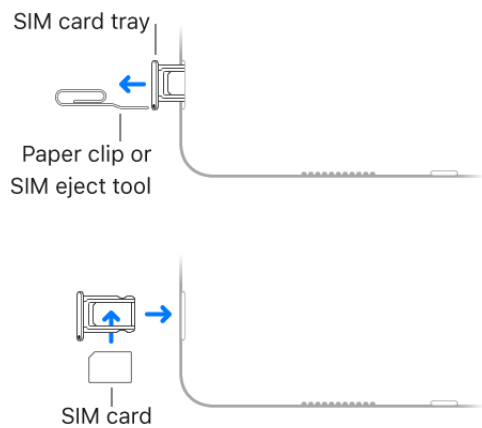
**Turn off iPad.** Normally, you leave iPad on all of the time, but if you need to turn it off, press and hold the Sleep/Wake button until the slider appears, then drag the slider.

## Install the SIM card

An Apple SIM card, an embedded Apple SIM, or a third-party SIM card is used for your cellular data connection. All iPad Wi-Fi + Cellular models include a SIM card tray. Some models also include an embedded Apple SIM (except in China). In some regions, other iPad Wi-Fi + Cellular models may include a preinstalled Apple SIM card.

If you change carriers or if no SIM card is installed, you may need to install or replace the SIM card. Apple SIM card kits are available for purchase at Apple Retail locations in countries with participating carriers. For more information, see the Apple Support article [Use Apple SIM with Wi-Fi + Cellular models of iPad](#).

**Eject the SIM card tray.** Insert a paper clip or the SIM eject tool (sold separately) into the small hole of the SIM card tray on the right side of iPad, then press firmly to eject and remove the tray. Place the SIM card in the tray—the angled corner determines the correct orientation—then insert the SIM card tray back into iPad.



Cellular data also requires a wireless data plan. See [Sign up for cellular service](#).

**Important:** A SIM card or an Apple SIM 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 the conclusion of any required minimum service contract. Contact your wireless service provider for more details. Availability of cellular capabilities depends on the wireless network.

## Set up iPad

With only a Wi-Fi connection, you can easily set up iPad. You can also set up iPad by [connecting it to a computer](#) and using iTunes.

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

**Prepare for setup.** To make setup as smooth as possible, have the following items available:

- The name and password (if applicable) of your Wi-Fi network
- Your [Apple ID](#) and password; if you don't have an Apple ID, you can create one during setup
- Your credit or debit card account information, if you want to add a card to Apple Pay during setup on supported models
- Your previous iPad or its backup data, if you're upgrading to a new device
- Your Android device, if you want to [Move to iOS from Android](#)

**Set up iPad.** [Turn on iPad](#), then follow the setup assistant.

If you have another iOS device with iOS 11 or later, you can securely copy many of your settings, preferences, and iCloud Keychain to your new iPad. Hold your other device near your new iPad, and wait for automatic setup to begin.

*Note:* The Find My iPhone app helps you locate and protect your iPad if it's lost or stolen. The app automatically turns on when you sign in with your Apple ID during iPad setup; the app includes a feature called *Activation Lock*, which prevents anyone else from activating and using your iPad, even if it's completely erased. (See [Find your iPad](#).) Before you [sell or give away iPad](#), you should erase and unlock it so that the next owner can activate it.

**Use iPad for business.** If your iPad is deployed or managed by a company or other organization, see an administrator for setup instructions. For general information, go to the [Business website](#).

**Use iPad for education.** If your iPad is deployed or managed by a school, see a teacher or administrator for setup instructions. For general information, go to the [Education website](#).

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# Configure settings

## The Settings app

The Settings app is accessible from the Home screen. You use it to configure many of the settings on iPad. For example, to choose a different wallpaper, tap Settings, then tap Wallpaper (Settings > Wallpaper). You can also use Settings to:

- Manage your Apple ID
- Change your device passcode
- Choose different sounds for notifications
- Configure privacy controls
- Find out how much free storage remains on iPad
- Enable restrictions

**Search for a setting.** Open Settings, swipe down to reveal the search field, then enter a term—*alert* or *password*, for example.

## Sign up for cellular service

If your iPad has an embedded Apple SIM or an Apple SIM card (available on supported models), 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. This isn't available in all regions and not all carriers are supported; for more information, see the Apple Support article [Use Apple SIM with Wi-Fi + Cellular models of iPad](#), or contact your carrier.

**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 can 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.

If you have a third-party SIM card, contact your carrier to set up cellular service.


## Connect to the Internet

iPad connects to the Internet whenever necessary by using Wi-Fi or your carrier's cellular network, if available. When an app needs to use the Internet, iPad tries the following, in order:

- Connects to the most recently used available Wi-Fi network
- Shows a list of Wi-Fi networks in range and connects to the one you choose
- Connects over the cellular data network (Wi-Fi + Cellular models)

*Note:* If a Wi-Fi connection to the Internet isn't available, apps and services may transfer data over your carrier's cellular network, which may result in additional fees. Contact your carrier for information about your cellular data plan rates. To manage cellular data usage, see [Cellular data settings](#).

### Connect to Wi-Fi

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

**Configure Wi-Fi.** Go to Settings > Wi-Fi, then turn on Wi-Fi.

- *Choose a network:* Tap one of the listed networks, then enter the password, if required.
- *Ask to join networks:* Turn on Ask to Join Networks to be notified when a Wi-Fi network is available. Otherwise, you must manually join a network when a previously used network isn't available.
- *Join a closed Wi-Fi network:* Tap Other, then enter the name of the network. You need to know the network name, security type, and password.
- *Adjust the settings for a Wi-Fi network:* Tap ⓘ next to a network. You can set an HTTP proxy, define static network settings, turn on BootP, or renew the settings provided by a DHCP server.

*Note:* Some networks may offer different information.

- *Forget a network:* Tap ⓘ next to a network you've joined before, then tap Forget This Network.

You can also use Control Center to make changes to your Wi-Fi connection. See [Control Center](#).

**Set up your own Wi-Fi network.** If you have an 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 Setup Assistant does the rest.

**Manage an 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.)

## 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.

**Update the date and time automatically.** Go to Settings > General > Date & Time, then turn on Set Automatically. iPad 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 regions 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.

**Change the time format to 24-hour time.** (not available in all regions) Go to Settings > General > Date & Time, then turn on 24-Hour Time.

## Language and region

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
- The temperature unit (Celsius or Fahrenheit)

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

## Apple ID

Your Apple ID is the account you use for just about everything you do with Apple—including storing your content in iCloud, streaming from Apple Music, and buying content from the App Store, iTunes Store, and iBooks Store. You can sign in to all Apple services with a single Apple ID and password.

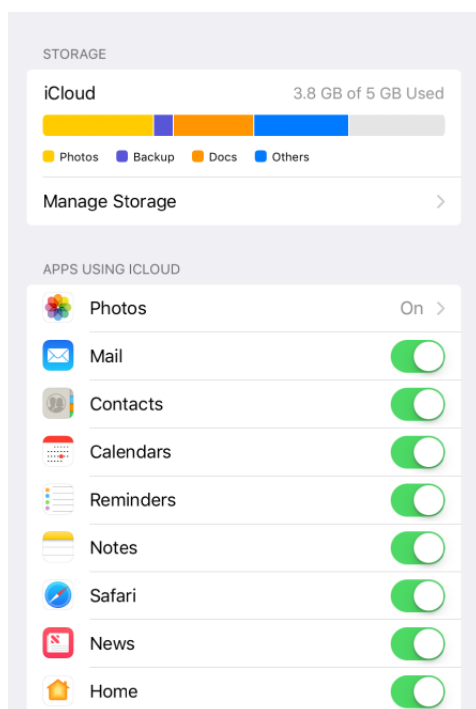
**Sign in with your Apple ID.** If you already have an Apple ID, use it to sign in when you first set up iPad, and whenever you need to sign in to use an Apple service. If you didn't sign in during setup, go to Settings > Sign in to your iPad.

If you don't have an Apple ID, you can create one wherever you're asked to sign in—for example, the App Store, iTunes Store, or iBooks Store. It's best to have only one Apple ID.

**Change your Apple ID settings.** Go to Settings > [your name] to update your contact information, change your password, upgrade your iCloud storage, manage Family Sharing and subscriptions, and more.

## iCloud

Safely store your photos and videos, documents, and more in iCloud so they're available even if you lose your iPad.



**Set up iCloud.** If you haven't already signed in with your [Apple ID](#), go to Settings > Sign in to your iPad. If you don't have an Apple ID, you can create one.

Content stored in iCloud is pushed wirelessly to your other devices where you're signed in to iCloud with the same Apple ID.

iCloud is available on devices with iOS 5 or later, on Mac computers with Mac OS X 10.7.5 or later, and on PCs with iCloud for Windows 5 or later (Windows 7 or later is required). You can also sign in to [iCloud.com](https://www.icloud.com) from any Mac or PC to access your iCloud information and features like Photos, Find My iPhone, Mail, Calendar, Contacts, iWork for iCloud, and more.

*Note:* iCloud may not be available in all regions, and iCloud features may vary by region. For more information, go to the [iCloud website](https://www.icloud.com).

With iCloud, you can:

- *Store your photos and videos:* If you use [iCloud Photo Library](#) to store all your photos and videos, you can access them from any device with iOS 8.1 or later, a Mac with OS X 10.10.3 or later, a PC with iCloud for Windows 5 or later, and on [iCloud.com](https://www.icloud.com) when you sign in with the same Apple ID. Use [iCloud Photo Sharing](#) to share photos and videos with only the people you choose, and let them add photos, videos, and comments.

- *Keep your mail, calendars, notes, contacts, and reminders up to date:* All your info stays up to date everywhere—on your Mac, your iOS devices, and on [iCloud.com](https://www.icloud.com).

*Note:* If you enable iCloud for apps such as Music, Photos, Calendar, and Contacts on your iPad, you can't use iTunes to sync them with your computer.

- *Store and retrieve your documents:* [Store documents on iCloud Drive](#) in the Files app and access them from your iPhone, iPad, iPod touch, Mac, or PC.
- *Back up your data:* Back up iPad to iCloud automatically when iPad is connected to power and Wi-Fi. iCloud data and backups sent over the Internet are encrypted. See [Back up iPad with iCloud Backup](#).
- *Share with your family:* With [Family Sharing](#), up to six family members can share iCloud storage on plans with 200 GB or more.
- *Keep tabs on your browsing:* See the Safari tabs you have open on your other iOS devices and Mac computers. See [Browse the web](#).
- *Find your iPad:* Use the Find My iPhone app on another iOS device—or use the [Find My iPhone web app](#) on any Mac or PC—to locate your missing iPad on a map, lock it remotely, suspend or remove the ability to pay using Apple Pay, play a sound, display a message, or erase all the data on it. Find My iPhone also includes Activation Lock, which requires your Apple ID and password to disable Find My iPhone, erase iPad, or reactivate your device. See [Find your iPad](#).
- *Find your friends:* Use [Find My Friends](#) to share your location with friends and family.



- *Store and access your passwords and credit card information:* [iCloud Keychain](#) keeps passwords and credit card information up to date across all your designated devices.

With iCloud, you get a free email account and 5 GB of storage for your mail, documents, photos and videos, and backups. Your purchased music, apps, TV shows, and books don't count against your available storage space. You can purchase additional storage right from your device.

**Upgrade your iCloud storage.** Go to Settings > [your name] > iCloud > Manage Storage > Change Storage Plan. For information about upgrading your iCloud storage, see [iCloud Help](#).

For more information about iCloud, go to the [iCloud website](#). For support information, go to the [iCloud Support website](#).

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

In addition to the apps that come with iPad and that you use with [iCloud](#), iPad works with Microsoft Exchange and many of the most popular Internet-based mail, contacts, and calendar services.

For information about setting up a Microsoft Exchange account in a corporate environment, see the Apple Support article [Set up Exchange ActiveSync on your iPhone, iPad, or iPod touch](#).

**Set up an account.** Go to Settings > Accounts & Passwords, then tap Add Account.

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

You can add calendars using a CalDAV calendar account, and you can subscribe to iCalendar (.ics) calendars or import them from Mail. See [Use multiple calendars](#).

## Move to iOS from Android

During setup, you can migrate your content automatically and securely from your Android device.

**Download the Move to iOS app.** On your device running Android version 4.0 or later, see the Apple Support article [Move from Android to iOS](#) and download the Move to iOS app.

**Move your data from Android during setup.** When setting up iPad, on the Apps & Data screen, select Move Data from Android. On the Android device, turn on Wi-Fi, open the Move to iOS app, then follow the steps.