1. Tap a photo or video thumbnail to view it in full screen.

   If you're editing a video or a photo shot in Portrait mode, tap ☀ on the left side of the screen.

2. Tap Edit, then swipe up on the right side of the screen to view the effects you can edit such as Exposure, Brilliance, Highlights, and Shadows.

3. Tap the effect you want to edit, then drag the slider to make precise adjustments.

   The level of adjustment you make for each effect is indicated by the outline around the button, so you can see at a glance which effects have been increased or decreased. Tap the effect button to toggle between the edited effect and the original.

4. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

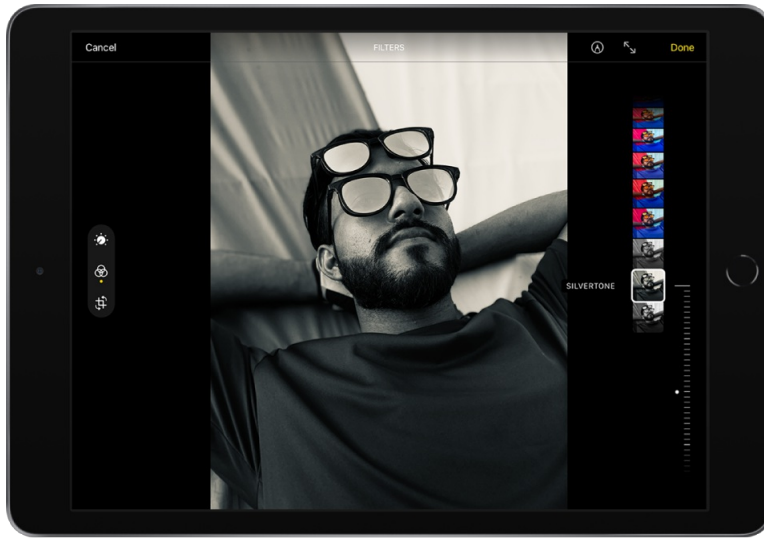💡 **Tip:** Tap 🪄 to automatically edit your photos and videos with effects.

Apply filter effects

1. Tap a photo or video thumbnail to view it in full screen.

2. Tap Edit, then tap ⊛ on the left side of the screen.

3. Tap a filter on the right side of the screen, then drag the slider to adjust the effect.

    To compare the edited photo to the original, tap the photo.

4. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

Crop, rotate, or flip a photo or video

1. Tap a photo or video thumbnail to view it in full screen.

2. Tap Edit, tap ⊹ on the left side of the screen, then do any of the following:

- *Crop manually:* Drag the rectangle corners to enclose the area you want to keep in the photo, or you can pinch the photo open or closed.

- *Crop to a standard preset ratio*: Tap 🔲 at the top of the screen, then choose an option at the bottom of the screen such as Square, 9:16, or 5:7.

- *Rotate:* Tap 🔲 to rotate the photo 90 degrees.

- *Flip:* Tap 🔺 to flip the image horizontally.

3. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

Straighten and adjust perspective

1. Tap a photo or video thumbnail to view it in full screen.

2. Tap Edit, tap ⊹ on the left side of the screen, then tap the effect button that you want to edit on the right side of the screen: Straighten, Vertical, or Horizontal.

3. Drag the slider to adjust the effect.

   The level of adjustment you make for each effect is displayed by the outline around the button, so you can see at a glance which effects have been increased or decreased. Tap the button to toggle between the edited effect and the original.

4. Tap Done to save your edits, or if you don't like your changes, tap Cancel, then tap Discard Changes.

Revert an edited photo

After you edit a photo and save your changes, you can revert to the original image.

1. Open the edited image, tap Edit, then tap Revert.

2. Tap Revert to Original.

Write or draw on a photo

1. Tap a photo to view it in full screen.

2. Tap Edit, then tap Ⓐ.

3. Annotate the photo using the different drawing tools and colors. Tap ⊕ to magnify or add a caption, text, shapes, or even your signature.

4. Tap Done to save your edits, or if you don't like your changes, tap Cancel.

Trim video length and adjust slow motion on iPad

In the Photos app 🌸, you can trim a video you recorded on your iPad to change where it starts and stops. You can also adjust the portion of a video that appears in slow motion when you record a video in Slo-mo mode.
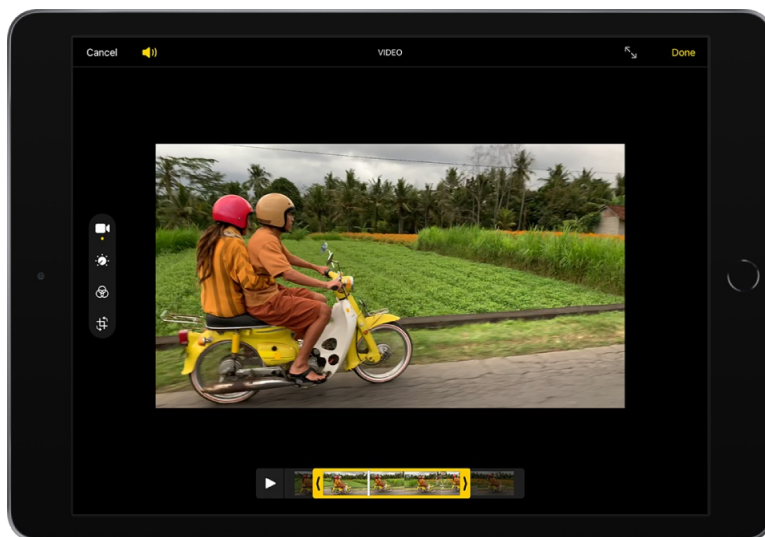
Trim a video

1. Open the video, then tap Edit.

2. Drag either end of the frame viewer to adjust the length, then tap Done.

3. Tap Save Video to save only the trimmed video, or Save Video as New Clip to save both versions of the video.

To undo the trim after you save, tap Edit, then tap Revert.

Note: A video saved as a new clip can't be reverted to the original.

Change the slow-motion section of a video shot in Slo-mo mode

1. Open a video shot in Slo-mo mode, then tap Edit.

2. Drag the white vertical bars beneath the frame viewer to set where the video is played in slow motion.

3. Tap Done to save your edits, or if you don't like your changes, tap Cancel.

Edit Live Photos on iPad

In the Photos app 🌸, you can edit Live Photos, change the key photo, and add fun effects like Bounce and Loop.

Edit a Live Photo

In addition to using the photo editing tools (like adding filters or cropping a photo), you can also change the key photo, trim the length, or mute the sound in your Live Photos (available on supported models).

1. Open the Live Photo and tap Edit.

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

- *Set a key photo:* Move the white frame on the frame viewer, tap Make Key Photo, then tap Done.

- *Trim a Live Photo:* Drag either end of the frame viewer to choose the frames the Live Photo plays.

- *Make a still photo:* Tap the Live button at the top of the screen to turn off the Live feature. The Live Photo becomes a still of its key photo.

- *Mute a Live Photo:* Tap ◀)) at the top of the screen. Tap again to unmute.
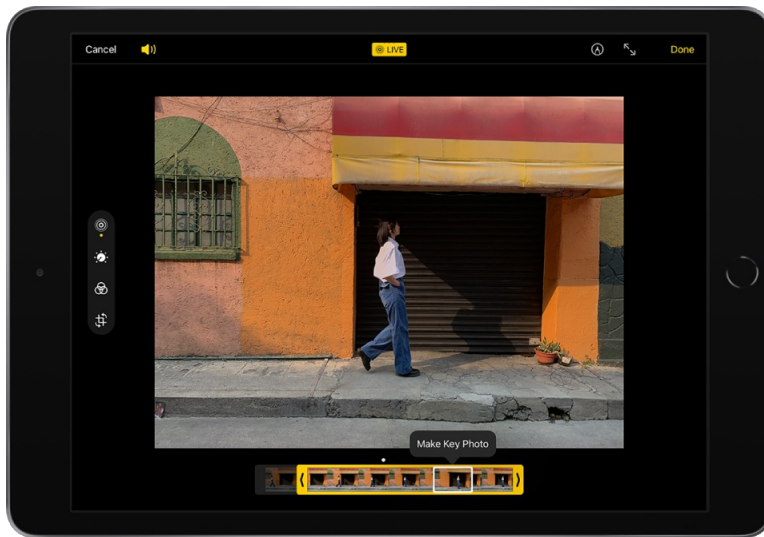
Add effects to a Live Photo

You can add effects to Live Photos to turn them into fun videos (available on supported models).

1. Open the Live Photo.

2. Tap Live at the top of the screen, then choose one of the following:

- *Loop:* Repeats the action in a continuous looping video.

- *Bounce:* Rewinds the action backward and forward.

- *Long Exposure:* Simulates a DSLR-like long exposure effect by blurring motion.

Edit Cinematic mode videos on your iPad

Cinematic mode videos you record on iPhone 13 models can be edited in the Photos app 🌸 on your iPad. Cinematic mode applies a depth-of-field effect that keeps the focus point of your video sharp while creating a beautifully blurred foreground and background. You can change the focus point where the effect is applied, and adjust the level of background blur—or depth of field—in your Cinematic videos. You can also turn off the effect.

Cinematic mode videos can be edited on iPad Pro 12.9-inch (3rd generation and later), iPad Pro 11-inch (all generations), iPad Air (3rd generation and later), and iPad mini (5th generation and later).

Turn off the Cinematic effect

1. In Photos, open a video recorded in Cinematic mode, then tap Edit.

2. Tap Cinematic at the top of the screen, then tap Done.

Repeat these steps to turn Cinematic mode back on.

Change the focus subject in a Cinematic video

Camera automatically identifies where to focus while you record in Cinematic mode and can automatically change focus if a new subject is identified. You can also change the focus subject manually.

1. In Photos, open a video recorded in Cinematic mode, then tap Edit.

   White dots under the frame viewer indicate where Camera automatically changed the focus while recording. Yellow dots indicate where the focus was manually changed.

2. Play the video, or slide the white vertical bar in the frame viewer, to the point where you want to change the focus.

3. Tap the new subject, outlined in yellow, on the screen to change the focus; double tap to set automatic focus tracking on the subject.

   A yellow dot appears under the frame viewer to indicate the focus was changed.

   Note: You can also touch and hold the screen to lock the focus at a specific distance from the camera.

4. Repeat the steps above to change focus points throughout the video.

   To remove a manual focus change, tap the yellow dot under the frame viewer, then tap 🗑.

5. Tap Done to save your changes.

Tap ⬚ to toggle between automatic focus tracking and the manually selected focus points.

After you save changes, you can revert a Cinematic mode video to the original if you don't like your edits. Open the video, tap Edit, then tap Revert.

Adjust the depth of field in a Cinematic video

1. In Photos, open a video you recorded in Cinematic mode, then tap Edit.

2. Tap ⓕ at the top of the screen.

   A slider appears below the video.

3. Drag the slider left or right to adjust the depth of field effect, then tap Done.

To undo the change after you save, open the video, tap Edit, then tap Revert.

Export Cinematic mode videos to your Mac

You can transfer Cinematic mode videos—with depth and focus metadata—from your iPhone to your Mac to edit in other apps.

1. In Photos, open the Cinematic mode video, then tap ⬆️.

2. Tap Options at the top of the screen, turn on All Photos Data, then tap Done.

3. Tap AirDrop, then tap the device you want to share with (make sure the device you're sharing with has AirDrop turned on).

For information about editing Cinematic mode videos on your Mac using Photos, see Edit a Cinematic mode video in Photos on Mac.

For information about editing Cinematic mode videos on your Mac using Final Cut Pro, iMovie, or Motion, see the Apple Support article Edit Cinematic mode video in Final Cut Pro, iMovie, and Motion on Mac.

Edit Portrait mode photos on iPad

In the Photos app, 🌼 you can change and adjust the lighting effects in Portrait mode photos.

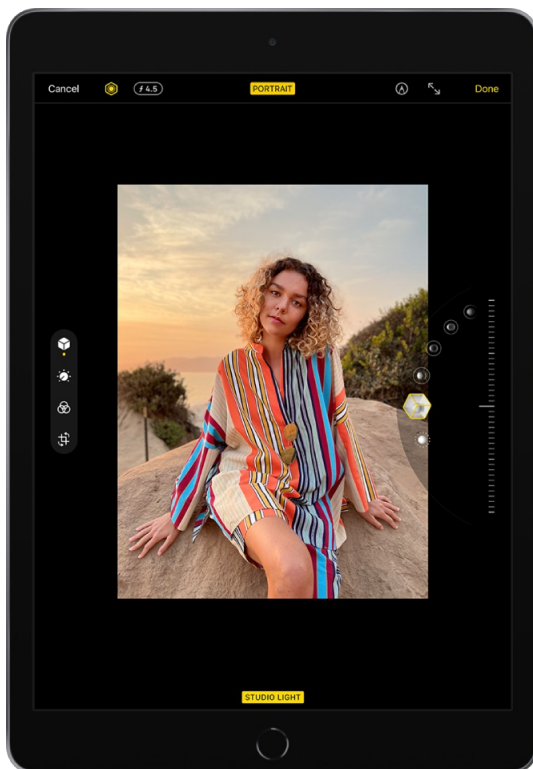## Edit Portrait Lighting effects in Portrait mode photos

You can apply, change, or remove the Portrait Lighting effects in photos you take in Portrait mode. You can also edit Portrait mode photos taken on other devices.

1. Tap any photo taken in Portrait mode to view it in full screen.

2. Tap Edit, touch ⬡, then drag to choose a lighting effect.

- *Natural Light:* The face is in sharp focus against a blurred background.

- *Studio Light:* The face is brightly lit, and the photo has an overall clean look.

- *Contour Light:* The face has dramatic shadows with highlights and lowlights.

- *Stage Light:* The face is spotlit against a deep black background.

- *Stage Light Mono:* The effect is like Stage Light, but the photo is in classic black and white.

- *High-Key Light Mono:* Creates a grayscale subject on a white background—iPad Pro 11-inch (2nd generation or later) and iPad Pro 12.9-inch (4th generation or later) only.

3. Tap Done to save your changes.

   To undo the Portrait Lighting effect after you save, tap Edit, then tap Revert to go back to the original lighting.

Note: To remove the Portrait effect from a photo, tap Edit, then tap Portrait at the top of the screen.

Adjust Depth Control in Portrait mode photos

On models that support Depth Control, use the Depth Control slider to adjust the level of background blur in your Portrait mode photos.
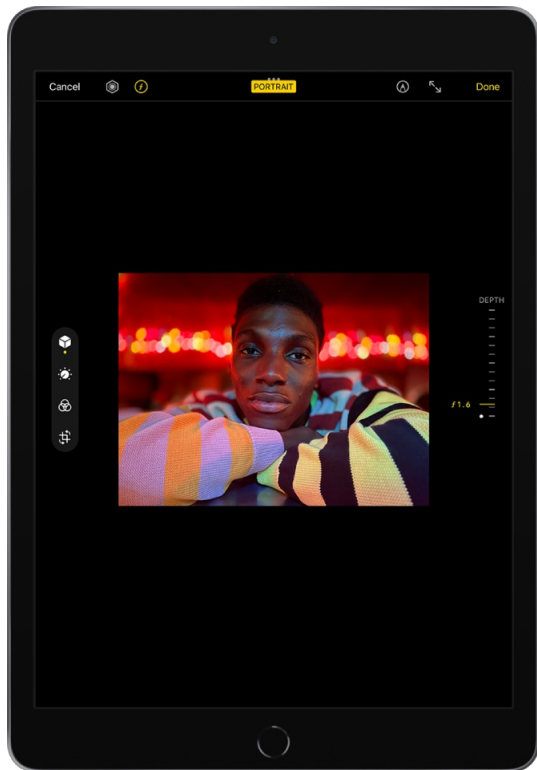
1. Tap any photo taken in Portrait mode to view it in full screen.

2. Tap Edit, then tap ⓕ at the top of the screen. When the button is yellow, the feature is on.

   A slider appears next to the photo on the right side of the screen.

3. Drag the slider up or down to adjust the effect.

   A white dot marks the original depth value for the photo.

4. Tap Done to save your changes.

Adjust Portrait Lighting in Portrait mode photos

On iPad Pro 11-inch (2nd generation or later) and iPad Pro 12.9-inch (4th generation or later), use the Portrait Lighting slider to adjust the intensity of the effects in your Portrait mode photos.

1. Tap any photo taken in Portrait mode to view it in full screen.

2. Tap Edit.

   If ⓞ isn't yellow, tap it to turn the feature on.

3. Touch and drag ⬡ to change the Portrait Lighting effect, then drag the slider to adjust the effect.

4. Tap Done to save your changes.

Make photo albums on iPad

Use the Photos app 🌸 to view and organize your photos in albums.

If you use iCloud Photos, albums are stored in iCloud. They're up to date and accessible on devices where you're signed in with the same Apple ID. See Use iCloud Photos on iPad.

Make a new album

1. Swipe from the left edge of the screen or tap ▣ to show the sidebar, then tap New Album below My Albums.

2. Name the album, then tap Save.

3. Tap the photos you want to add to the album, then tap Done.

To create a shared album, see Share photos with Shared Albums in iCloud.

Add photos and videos to existing albums

1. View your library by Days or All Photos, then tap Select.

2. Tap the photo and video thumbnails that you want to add, then tap ⬆.

3. Tap Add to Album from the list of options.

4. Tap the album you want to add it to.

Remove photos and videos from an album

1. In an album, tap a photo or video to view it in full screen.

2. Tap 🗑, then remove the item from just the album or the album and your library.

To remove multiple photos or videos from an album, tap Select, tap the photos and videos you want to remove, then tap 🗑.

Edit and organize albums on iPad

You can rename, rearrange, and delete albums in the Photos app 🌸. You can also create folders to contain multiple albums. For example, you could create a folder named "Vacations," and then create multiple albums within the folder of all your vacations. You can also create folders inside folders.

Rename, rearrange, and delete existing albums

1. Swipe from the left edge of the screen or tap ▯ to show the sidebar.

2. Tap All Albums, tap Edit, then do any of the following:

   - *Rename:* Tap the album name, then enter a new name.

   - *Rearrange:* Touch and hold the album's thumbnail, then drag it to a new location.

   - *Delete:* Tap ⊖.

3. Tap Done.

Albums that Photos creates for you, such as Recents, People, and Places, can't be deleted.

Organize albums in folders

1. Swipe from the left edge of the screen or tap ▯ to show the sidebar, then tap All Albums below My Albums.

2. Tap +, then tap New Folder.

3. Name the folder, then tap Save.

4. Open the folder, tap Edit, then tap + to create a new album or folder inside the folder.

Filter and sort photos in an album on iPad

You can filter and sort photos and videos in the albums you create in the Photos app 🌸. For example, you can filter an album to show only videos, only photos, or photos and videos you marked as favorites. You can also sort photos and videos in an album by newest to oldest, oldest to newest, or in a custom order.

Filter photos and videos in an album

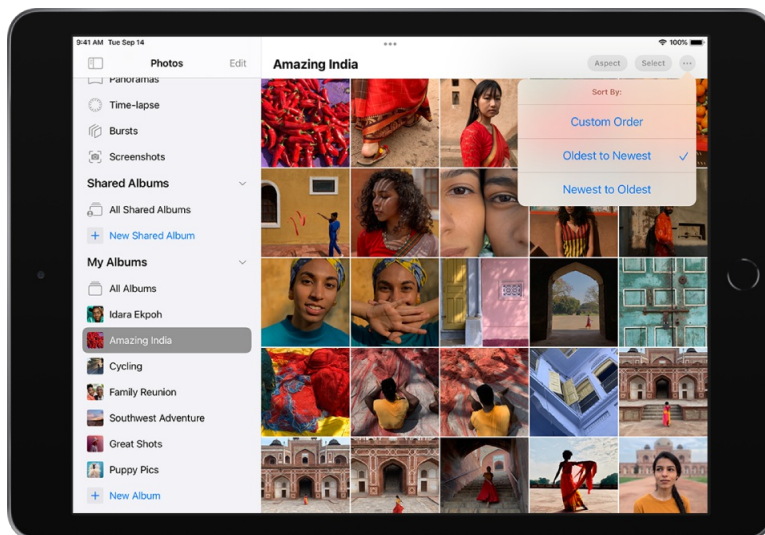You can filter photos and videos in an album by favorites, edited, photos, and videos.
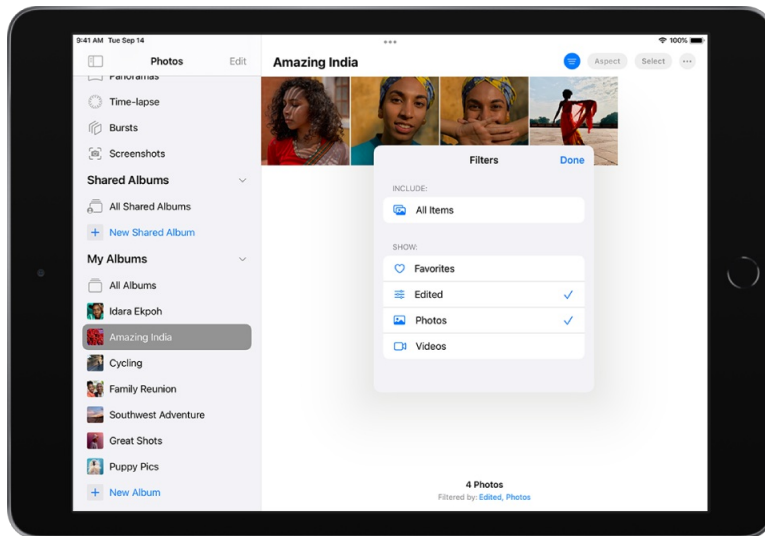
1. Tap ⋯, then tap Filters.

2. Choose how you want to filter the photos and videos in the album, then tap Done.

To remove a filter from an album, tap ⬤, tap All Items, then tap Done.

Sort photos in albums

You can sort photos and videos in an album by newest to oldest, or oldest to newest.

1. Tap ⋯, then tap Sort.

2. Choose to view by newest first or oldest first.

To move an individual photo, touch and hold the thumbnail, then drag it to a new location.

Search in Photos on iPad

When you tap Search in the Photos app 🌸, you see suggestions for people, places, and photo categories to help you find what you're looking for, or rediscover a moment you forgot about. You can also type a keyword into the search field—for example, a person's name, date, or location—to help you find a specific photo.

💡 **Tip:** You can also find photos and videos in your Photos library when you Use iPad to search.
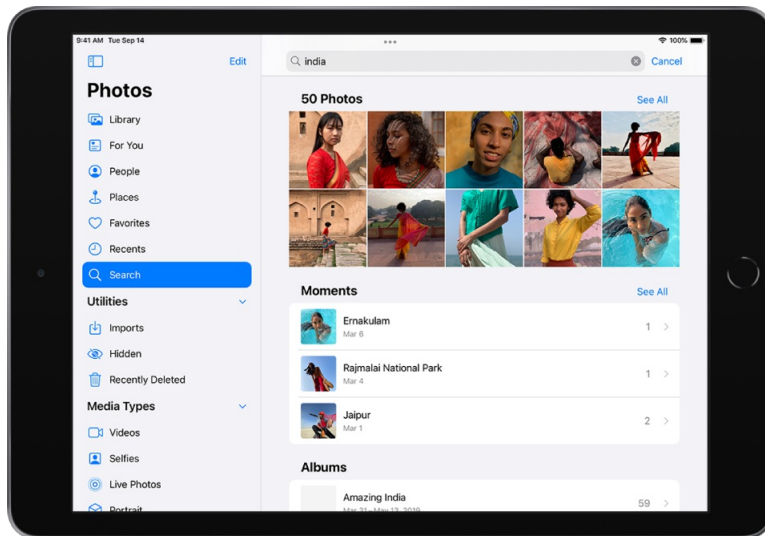
Swipe from the left edge of the screen or tap 🔲 to show the sidebar, then tap Search. View photos in the suggested categories, or use the search field at the top of the screen to search by the following:

- Date (month or year)

- Place (city or state)

- Business names (museums or restaurants, for example)

- Category (beach or sunset, for example)

- Events (sports games or concerts, for example)

- Person (Lia or Gordon, for example)

- Caption (see See photo and video information)

Looking for something more specific? Refine your search with multiple keywords—simply keep adding keywords until you find the right photo. Search also suggests keywords to add to your search.

Share photos and videos on iPad

Share photos and videos from the Photos app 🌸 in Mail or Messages, or other apps you install. Photos even selects your best photos from an event and recommends people you may want to share them with.

Share photos and videos

- *Share a single photo or video:* Open the photo or video, tap ⬆️, then choose how you want to share.

- *Share multiple photos or videos:* Tap Library, tap All Photos, tap Select, then tap the photos you want to share. Tap ⬆️, then choose a share option.

- *Share photos or videos from a day or month:* Tap Library, tap Days or Months, tap ⬤⬤⬤, then tap Share Photos to share all the photos from that day or month.

When iCloud Photos is turned on, you can share multiple full-quality photos with an iCloud link. iCloud links remain available for 30 days, can be viewed by anyone, and can be shared using any app, such as Messages or Mail.

You can also use Shared Albums to share photos and videos with just the people you choose. See Share iPad photos with Shared Albums in iCloud.

Note: The size limit of attachments is determined by your service provider. For devices or services that don't support Live Photos, a Live Photo is shared as a still photo.

Share photos with Sharing Suggestions

Sharing Suggestions recommends a set of photos from an event that you may want to share and, based on the people in the photos, who you may want to share them with. After you share your photos, the recipients are prompted to share their photos from the event with you. iCloud Photos must be turned on to see Sharing Suggestions, but the photos you share can be viewed by anyone.

1. Swipe from the left edge of the screen or tap ▯ to show the sidebar, then tap For You.

2. Choose a photo collection from Sharing Suggestions.

   Photos suggests sharing the photos you took with the people who were also at the event. You can choose who to share with, as well as add others.

3. Tap Share in Messages.

   - *To send the link to more friends, or to stop sharing it:* Tap the collection, tap ⊙, then choose Copy iCloud Link or Stop Sharing.

   - *To remove a photo collection from Sharing Suggestions:* Tap ⊙, then tap Remove Sharing Suggestion.

Need more help? See the Apple Support article Use Sharing Suggestions in Photos.

Save or share a photo or video you receive

- *From email:* Tap to download the item if necessary, then tap ⬆. Or, touch and hold the item, then choose a sharing or saving option.

- *From a text message:* Tap the photo or video in the conversation, tap ⬆, then choose a sharing or saving option. You can also tap ⬇ in the Messages conversation to save the photo or video directly to your Photos library.

- *From an iCloud link:* Tap ⬇ in the Messages conversation to save the collection directly to your Photos library. To share the collection, open Photos, tap For You, then tap the collection under iCloud Links. Tap ⊙, then tap Share.

View photos and videos shared with you on iPad

When a friend shares photos and videos with you using the Messages app, you can easily find them in the Shared with You section in the Photos app ✿. (Automatic Sharing and Photos must be turned on in Settings ⊚ > Messages > Shared with You, and the friend must be in your Contacts.)

1. Swipe from the left edge of the screen or tap ▭ to show the sidebar, then tap For You.

2. Do any of the following:

   - Tap a photo to view it in full screen, save it to your library, share it, or delete it.

   - Tap See All to view all photos shared with you.

   - Tap the name of the person who shared the photo, then reply to them using the Messages app.

You can also tap Library, then tap All Photos to see photos and videos shared with you in Messages. These photos and videos have a chat bubble in the bottom-left corner of the thumbnail. Tap the thumbnail to share the photo or video, save to your library, or delete. To hide photos and videos shared with you in Messages, tap ⬤, then tap Your Photos Only.

Note: Photos and videos you don't save from a Messages conversation are deleted in Shared with You and from your library if the conversation in Messages is deleted.

To turn off Shared with You, go to Settings ◎ > Messages > Shared with You, then turn off Photos (green is on).

Interact with photos using Live Text and Visual Look Up on iPad

When you view a photo in the Photos app 🌼, you can use Live Text to copy and share text within the photo, translate languages, open a website, or make a call. Photos can also identify and share information about popular landmarks, art, plants, pets, and more found within your photos.

Note: Live Text and Visual Look Up are available on supported models.

Use Live Text

To use Live Text, open a photo, then do any of the following:

- *Copy text:* Touch and hold a word, move the grab points to adjust the selection, then tap Copy. To select all the text in the photo, tap Select All.

- *Search text on the web:* Touch and hold a word, move the grab points to adjust the selection, then tap Look Up.

- *Translate text:* Touch and hold a word, move the grab points to adjust the selection, then tap Translate.

- *Share text:* Touch and hold a word, move the grab points to adjust the selection, tap Share, then choose how you want to share.

- *Go to a website, make a call, or start an email:* Tap ▤, then tap the website, phone number, or email address.

Live Text isn't available in all regions or languages. See iOS and iPadOS Feature Availability.

Use Visual Look Up

Learn more about popular landmarks, art, plants, flowers, pets, and other objects that appear in your photos (U.S. only).

1. Open a photo in full screen; 🛈 indicates Visual Look Up information is available for that photo.

2. Swipe up on the photo or tap 🛈.

3. Tap the icon that appears in the photo or at the top of the photo information window to view Siri Knowledge and more information about the object.
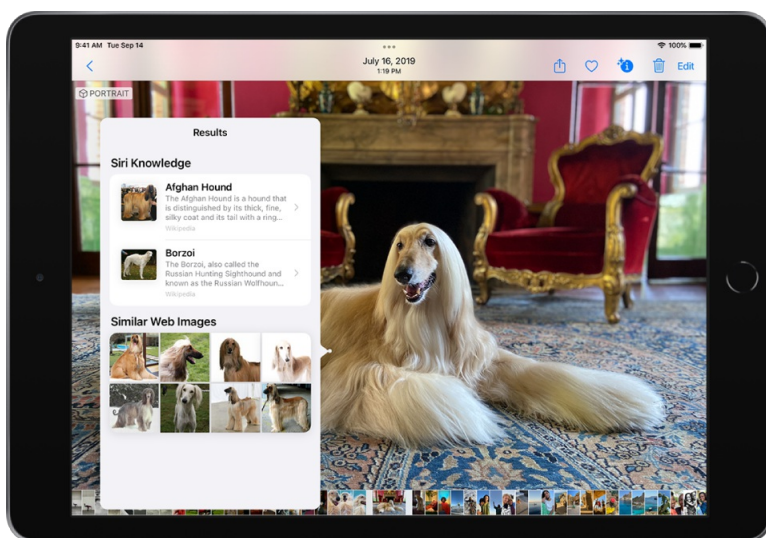
Visual Look Up isn't available in all regions or languages. See iOS and iPadOS Feature Availability.

View memories in Photos on iPad

The Photos app 🌼 creates personalized collections of your photos and videos called *memories*. Memories feature significant people, places, and events that are curated and set to music based on the content of the memory. You can create memories from photos in your library and share them with your friends and family.
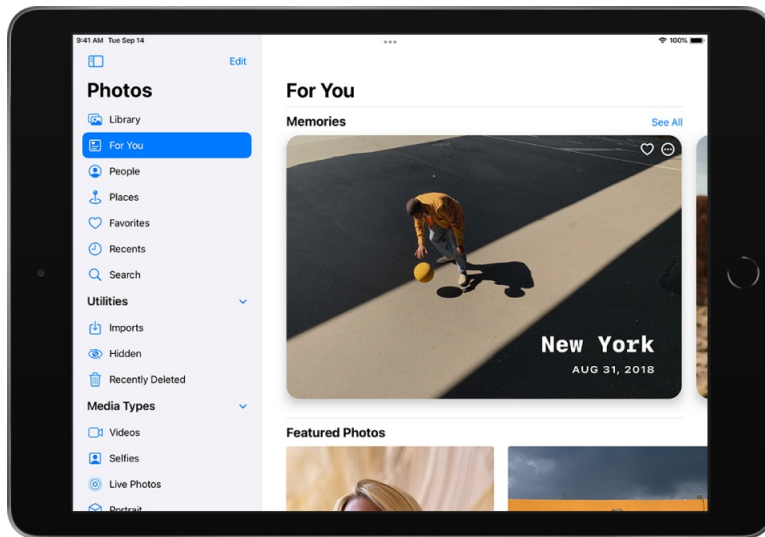
Play a memory

1. Swipe from the left edge of the screen or tap ▥ to show the sidebar, then tap For You.

2. Tap a memory to play it.

3. To pause, do either of the following:

   - Touch and hold the screen.

   - Tap the screen, then tap ▮▮.

4. To go backward or forward, do any of the following:

   - Swipe left or right.

   - Tap the left or right side of the screen.

   - Tap the memory, then slide the frames at the bottom of the screen left or right.

Create a memory

You can create your own memory from an event, a specific day in your library, or an album.

1. Tap Library, tap Days or Months, then tap ⋯. Or, tap Albums, open an album, then tap ⋯.

2. Tap Play Memory Movie.

Share a memory

1. Tap For You, then play the memory you want to share.

2. While the memory plays, tap the screen, tap ⬆, then choose how you want to share.

Share photos from a memory

You can share multiple or individual photos from a memory.

- *Share multiple photos:* While the memory plays, tap the screen, then tap ⊞. Tap ⋯, tap Select, then tap the photos you want to share. Tap ⬆, then choose how you want to share.

- *Share a single photo:* While the memory plays, tap the screen, then tap ⚏. Touch and hold the photo you want to share, tap ⬆, then choose how you want to share.

Add a memory to Favorites

Tap For You, then tap ♡ in the top-right corner of the memory. Or, while a memory is playing, tap the screen, tap ⬤⬤⬤, then tap Add To Favorites.

To view your favorite memories, tap For You, tap See All, then tap Favorites.

Personalize your memories in Photos on iPad

In the Photos app 🌸, you can edit your memories to make them even more personal. Try out Memory mixes, which let you apply different songs with a matching photographic look. You can also choose new songs, edit the title of a memory, change the length, and remove photos. Apple Music subscribers can add from the millions of songs available in the Apple Music library.
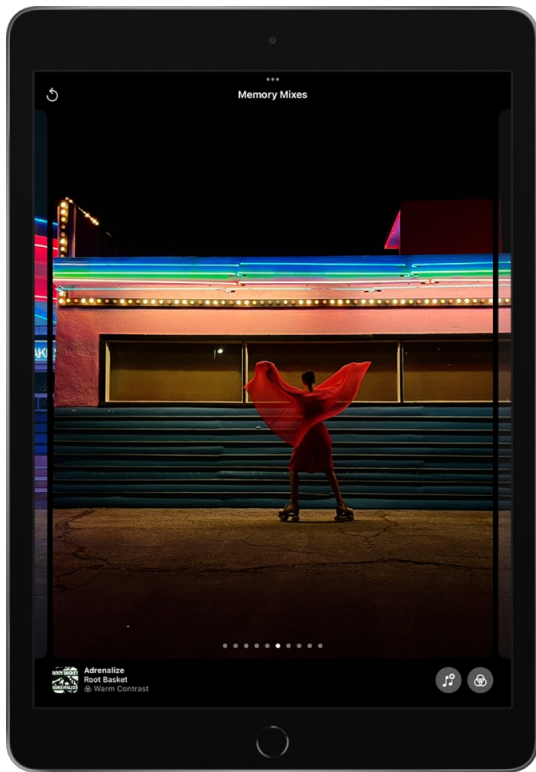
Add a Memory mix

Memory mixes are curated combinations of different songs, pacing, and styles that change the look and feel of a memory.

1. Swipe from the left edge of the screen or tap ▣ to show the sidebar, then tap For You.

2. Tap a memory to play it.

3. Tap the screen, then tap 🎵.

4. Swipe left to view different Memory mixes.

5. Tap the screen to apply a Memory mix.

Change the memory music

You can change a memory's music by choosing from memory soundtracks or Apple Music's suggested songs. Apple Music subscribers can also access their Apple Music library and view suggested songs based on musical preferences or the content of the memory.

1. Play a memory, then tap the screen.

2. Tap 🎵, then tap 🎶.

   Apple Music subscribers can tap 🔍 to search for songs in the Apple Music library.

3. Tap a song, then tap Done.

Change the Memory look

Use Memory looks to apply consistent color and style adjustments to all the photos in a memory.

1. Play a memory, then tap the screen.

2. Tap 🎵, then tap ⚛.

3. Tap a Memory look, then tap Done.

Edit the memory title and subtitle

You can change or edit the title and subtitle of a memory.

1. Tap ⬤ in the top-right corner of the memory, then tap Change Title.

2. Enter the new title or subtitle in the text field, then tap Save.

Change the length of a memory

Depending on the number of photos in a memory, you can change the length of a memory to be short, medium, or long.

1. Play a memory, then tap the screen.

2. Tap ⬤, then tap Short, Medium, or Long.

Add or remove photos from a memory

1. Play a memory, then tap the screen.

2. Tap ⬤, then tap Manage Photos.

3. Tap Select All to add all of the available photos, or tap photos without a checkmark to add individual photos. Tap photos with a checkmark to remove them from the memory.

4. Tap Done.

Delete a memory

1. On the For You screen, tap ⬤ in the top-right corner of the memory you want to delete.

2. Tap Delete Memory.

Feature certain content less frequently in Memories

You can make certain people and photos less likely to appear in Memories, Featured Photos, and the Photos widget.

1. On the For You screen, tap ⬤ in the top-right corner of the memory you want to delete.

2. Tap Feature Less to show fewer photos or memories of a specific person, date, place, or holiday from that memory.

Find people in Photos on iPad

The Photos app 🏵 uses on-device intelligence to recognize faces in your photos. When you add names to the faces, you can search for photos by name.

Note: With iCloud Photos, your People album is kept up to date on all your devices that meet these minimum system requirements: iOS 11, iPadOS 13, and macOS 10.13. (You must be signed in with the same Apple ID on all the devices.)

Find photos of a specific person

To find photos of a specific person, swipe from the left edge of the screen or tap ⬚ to show the sidebar, then do either of the following:

- Tap the People album, then tap a person to see all of the photos they're in.

- Tap Search, then enter a person's name in the search field.

Add a person to your People album

1. Open a photo of the person you want to add, then tap ⓘ or swipe up to see the photo details.

2. The people identified in the photo appear in the bottom-left corner of the photo. Tap the face of a person with a question mark next to their picture to identify them.

3. Tap Tag with Name.

4. Type their name, tap Next, then tap Done.

Name a person in your People album

1. Tap the People album in the sidebar.

2. Tap the face of the person whose name you want to add.

3. Tap Add Name at the top of the screen, then enter the person's name.

4. Tap Next.

5. If a face is identified as two or more people in the People album, tap Select, tap each instance of the person, then tap Merge.

Set a person's key photo

1. Tap the People album in the sidebar, then tap a person.

2. Tap Select, then tap Show Faces.

3. Choose the photo you want to set as the key photo.

4. Tap ⬆, then tap Make Key Photo.

Fix misidentifications

1. Tap the People album in the sidebar, then tap a person.

2. Tap Select, then tap Show Faces.

3. Tap the misidentified face.

4. Tap ⬆, then tap Not This Person.

Feature someone less often from the People album

You can make photos of certain people less likely to appear in Memories, Featured Photos, and the Photos widget.

1. Open the People album, then tap the person's thumbnail.

2. Tap 🔵, then tap Feature [*Name*] Less.

3. Choose Feature This Person Less or Never Feature This Person, then tap Confirm.

See Show less of a person or place to further customize the photos that appears in Memories, Featured Photos, and the Photos widget.

Remove a person from your People album

1. Tap the People album, then tap the person you want to remove.

2. Tap 🔵, then tap Remove [*Name*] from People.

Show a person or place less often in Photos on iPad

You can have the Photos app 🌸 show certain people, places, days, and holidays less frequently or not at all in your Memories, Featured Photos, and the Photos widget.

Show someone less often in Photos

Choose to show fewer photos of a person (or none at all) in your Featured Photos and Memories and the photos that you see in the Photos widget.

1. Open a photo of the person you want to show less often.

2. Tap ⓘ, tap the person's thumbnail at the bottom of the photo, then tap Feature Less.

3. Choose Feature This Person Less or Never Feature This Person, then tap Confirm.

Note: You can also show less of a person if they appear in your People album. See Feature someone less often from the People album.

Show certain content less often in Memories

1. Tap ••• at the top of the memory.

2. Tap Feature Less, then depending on the memory, tap one of the following:

   - Feature a Person Less

   - Feature This Place Less

   - Feature This Holiday Less

   - Feature This Day Less

   - Feature These Days Less

   If you choose Feature a Person Less, select the person you want to show fewer photos of, then tap Next. Choose Feature This Person Less or Never Feature This Person, then tap Confirm.

   💡 **Tip:** To turn off all memories that feature holiday events in your home country or region, go to Settings > Photos, then turn off Show Holiday Events.

Note: If you choose to feature a person less often, but then want to see that person again, you need to reset your Memories settings. Go to Settings > Photos, tap Reset Suggested Memories, then tap Reset to confirm.

Browse photos by location on iPad

The Photos app 🌸 creates collections of your photos and videos in the Places album based on where they were taken. View photos taken in a specific location, or look for photos taken nearby. See a collection of all your places on a map, or even watch a memory of a certain place.

Browse photos by location

1. Swipe from the left edge of the screen or tap ▥ to show the sidebar, then tap Places.

2. Select Map or Grid view.

   Only pictures and videos that have embedded location information (GPS data) are included.

   💡 **Tip:** Pinch to zoom in and out, or drag the map to see more locations.

See where a photo was taken

1. Open a photo, then swipe up to [see photo information](#).

2. Tap the map or address link to see more details.

   To change the location or address where the photo was taken, tap Adjust. Enter the new location in the search field, then tap the new location under Map Locations.

Look for photos taken nearby

1. Tap a photo to view it in full screen.

2. Swipe up, then tap Nearby Photos.

Watch a location-based memory

1. In the sidebar, tap Places, then tap Grid.

2. Find a location with several images, then tap the location heading.

3. Tap ▶ to play the memory.

Use iCloud Photos on iPad

iCloud Photos automatically uploads the photos and videos you take and stores them in their original format at full resolution. You can access your photos and videos in iCloud Photos on any device where you're signed in with the same Apple ID.

To use iCloud Photos, you need a device that meets these minimum system requirements: iOS 8.1, iPadOS 13, OS X 10.10.3, or a PC with iCloud for Windows 7.

Turn on iCloud Photos

Go to Settings ⚙️ > [*your name*] > iCloud > Photos, then turn on iCloud Photos.

Save space on your iPad

iCloud Photos can help you make the most of the storage space on your iPad. When Optimize iPad Storage is turned on, all your full-resolution photos and videos are stored in iCloud in their original formats, with storage-saving versions kept on your iPad as space is needed.

Optimize iPad Storage is turned on by default. To turn it off, go to Settings ⚙ > [*your name*] > iCloud > Photos, then tap Optimize iPad Storage.

View and share a full-resolution photo or video

1. Select a photo or video from your library, tap Edit, then tap Cancel.

   The full-resolution photo or video downloads automatically.

2. Tap ⬆, then choose how you want to share.

Upgrade your iCloud+ plan

If your uploaded photos and videos exceed your storage plan, you can upgrade your iCloud storage. See Subscribe to iCloud+ on iPad.

Need more help? See the Apple Support article Set up and use iCloud Photos.

Share iPad photos with Shared Albums in iCloud

With Shared Albums in the Photos app 🌸, you can share photos and videos with just the people you choose. They can also add their own photos, videos, and comments. Shared Albums works with or without iCloud Photos and My Photo Stream.

Turn on Shared Albums

Go to Settings ⚙ > [*your name*] > iCloud > Photos, then turn on Shared Albums.

Create a new shared album

1. Swipe from the left edge of the screen or tap ▢ to show the sidebar.

2. Tap New Shared Album under Shared Albums.

3. Give the album a name, then tap Next.

4. Choose people to invite, or type an email address or phone number, then tap Create.

Turn on public viewing in iCloud

1. Select a shared album in the sidebar.

2. Tap 👥, then turn on Public Website.

Add photos and videos to a shared album

1. Select a shared album in the sidebar, then tap ＋.

2. Select all the items you want to add, then tap Done.

3. Add a comment if you want, then tap Post.

When Public Website is turned on, anyone with the iCloud URL can view the album.

Add or remove subscribers, or turn notifications on or off

Select the shared album, tap 👥, then do any of the following:

- *Add subscribers:* Tap Invite People, then enter the names of the subscribers you want to add.

  Subscribers can add photos and videos to the album. Tap the Subscribers Can Post button so only you can add photos and videos. Tap again to allow subscribers to post.

- *Remove subscribers:* Tap the name of the subscriber, then tap Remove Subscriber.

- *Turn notifications off:* Tap the Notifications button. Tap again to turn Notifications on.

Delete photos, videos, and comments from a shared album

You must be the owner of the shared album to delete photos or videos.

- *Delete photos and videos:* In a shared album, tap Select. Select the photos or videos you want to delete, then tap 🗑.

- *Delete comments:* While viewing the comment in a shared photo, touch and hold, then tap Delete.

Rename a shared album

1. Tap Edit at the top of the sidebar.

2. Touch and hold the album name until a cursor appears, then enter a new name.

Subscribe to a shared album

When you receive an invitation, tap ☁️, tap Accept. You can also accept an invitation in an email.

Note: To use Shared Albums, your iPad must be connected to Wi-Fi. Shared Albums works over both Wi-Fi and cellular networks. Cellular data charges may apply. See Connect to the internet.

Import photos and videos to iPad

You can import photos and videos directly to the Photos app 🌸 from a digital camera, an SD memory card, or another iPhone, iPad, or iPod touch that has a camera. Depending on your model, use the Lightning to USB Camera Adapter, the USB-C to SD Card Camera Reader, or the Lightning to SD Card Camera Reader (sold separately).

1. Insert the camera adapter or card reader into the Lightning or USB-C connector on iPad.

2. Do one of the following:

   - *Connect a camera:* Use the USB cable that came with the camera to connect the camera to the camera adapter. Turn on the camera, then make sure it's in transfer mode. For more information, see the documentation that came with the camera.

   - *Insert an SD memory card into the card reader:* Don't force the card into the slot on the reader; it fits only one way.

   - *Connect an iPhone, iPad, or iPod touch:* Use the USB cable that came with the device to connect it to the camera adapter. Turn on and unlock the device.

3. Open Photos on your iPad, then tap Import.

4. Select the photos and videos you want to import, then select your import destination.

   - *Import all items:* Tap Import All.

   - *Import just some items:* Tap the items you want to import (a checkmark appears for each), tap Import, then tap Import Selected.

5. After the photos and videos have been imported, keep or delete them on the camera, card, iPhone, iPad, or iPod touch.

6. Disconnect the camera adapter or card reader.

Print photos on iPad to an AirPrint-enabled printer

Print your photos directly from the Photos app on your iPad with any AirPrint-enabled device.

- *Print a single photo:* While viewing the photo, tap ⬆️, then tap Print.

- *Print multiple photos:* While viewing photos, tap Select, select each photo you want to print, tap ⬆️, then tap Print.

Podcasts

Find podcasts on iPad

Use the Podcasts app 🎙️ to find shows about science, news, politics, comedy, and more. If you find a show you like, you can *follow* it to add it to your library. Then you can easily listen offline, get notified about new episodes, and more.
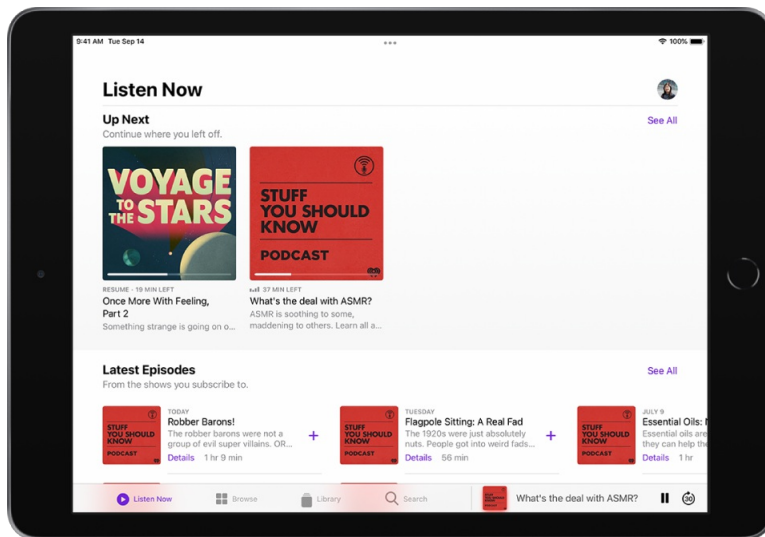
Note: Shows may offer paid subscriptions that give you access to exclusive shows and episodes, new releases, episodes without ads, and more. To manage your subscriptions, see Subscribe to a show or channel on iPad.

Find podcasts

- *Search by title, person, or topic:* Tap Search, then enter what you're looking for.

- *Discover new shows:* Tap Browse to see New & Noteworthy, featured shows, and the Apple editorial collections. You can also tap Search to see Top Charts and browse by categories.

  💡 **Tip:** When you listen to episodes, personalized recommendations appear on the Listen Now screen (below Up Next) to help you discover your next show.

- *Add shows by URL:* Tap Library, tap 💬, then tap Add a Show by URL.

  Note: The URL must be in RSS format.

View shared podcasts

When a friend shares a show with you in Messages, you can easily find it in Shared with You in Podcasts. (Podcasts must be turned on in Settings ⚙ > Messages > Shared with You, and your friend must be in your Contacts.)

To view shared Podcasts, tap Listen Now, then scroll to the Shared with You section.

See also See what your friends have shared with you.
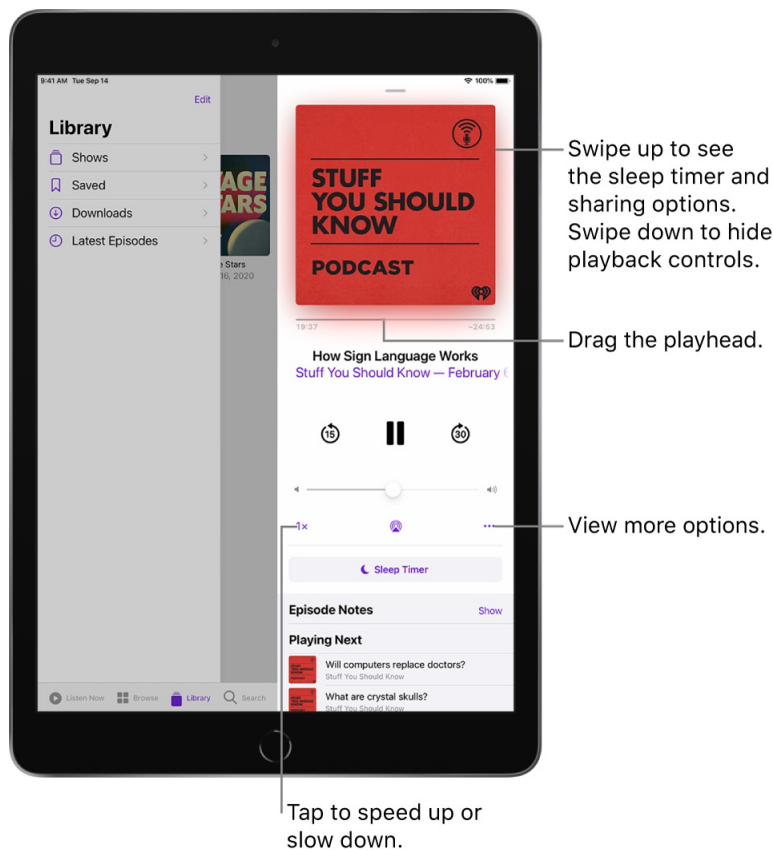

Browse episodes within a specific podcast

1. Tap a podcast to see its information page.

2. Scroll to see recent episodes or tap See All (if available).

See also Download, save, and share podcast episodes on iPad.

Listen to podcasts on iPad

In the Podcasts app 🎙, you can play an episode, listen to an episode when you're offline, set a sleep timer, and use the playback controls.

Swipe up to see the sleep timer and sharing options. Swipe down to hide playback controls.

Drag the playhead.

View more options.

Tap to speed up or slow down.

🎙 **Siri:** Say something like: "Play the newest episode of 'The Daily' podcast." Learn how to ask Siri.

Play a podcast

- Tap an episode.

  To pick up where you left off in a show or resume playing a previous episode, tap Listen Now, then tap an episode below Recently Played.

  💡 **Tip:** To jump to a specific time in the episode, drag the slider below the show's artwork.

Set a sleep timer

You can set a sleep timer so that playback stops automatically after a specified period of time.

1. Tap the player at the bottom of the screen to open the Now Playing screen.

2. Tap Sleep Timer, then choose an option.

Use the playback controls

When an episode plays, you see the playback controls at the bottom of the Now Playing screen. Tap the player to open the Now Playing screen to see the playback controls.

Control	Description
▶	Play
⏸	Pause
↺15	Jump back 15 seconds To change the number of seconds you skip back, go to Settings > Podcasts, then tap Back.
↻30	Jump forward 30 seconds To change the number of seconds you skip forward, go to Settings > Podcasts, then tap Forward.
1×	Choose a faster or slower playback speed
📡	Stream the audio to other devices
•••	Choose more actions such as sharing or downloading the episode

Follow your favorite podcasts on iPad

When you find a show you like, follow it to add it to your library so you can get notified about new episodes, change the playback order, and more.

Follow a podcast

When you follow a podcast, it's added to your library.

1. Tap a show to see its information page.

2. Tap ⊕.

   Or you can touch and hold a show's artwork, then tap Follow.

Unfollow a podcast

1. Tap a show to see its information page.

2. Tap ••• in the top-right corner of the screen, then tap Unfollow.

   Or you can touch and hold a show's artwork, then tap Unfollow.

Change the episode playback order

1. Tap Library to see podcasts you follow, then tap a show to see its information page.

2. Tap •••, then tap Settings.

3. Choose Oldest to Newest or Newest to Oldest.

Get notifications for new episodes

Get notified when new episodes are available for podcasts you follow.

1. Tap Listen Now.

2. Tap 👤 or your profile picture.

3. Tap Notifications, then turn Notifications on or off.

Limit the number of downloads from each podcast

1. Tap Library to see podcasts you follow, then tap a show to see its information page.

2. Tap •••, then tap Settings.

3. Tap Limit Downloads, then select an option to limit downloads by number or time.

Organize your podcast library on iPad

Use Library to customize the podcasts you follow, catch up on the latest episodes, and create your own stations.

- *Shows:* Tap to see shows that are in your library. If you downloaded or saved individual episodes from podcasts you don't follow, tap All to see them. Tap Followed to view only shows you follow. You can tap any show to see the information page or the episodes in your library.

- *Saved:* Episodes you marked as 🄰 appear.

- *Downloaded:* Episodes you downloaded appear here. You can listen to these episodes without an internet connection.

- *Latest Episodes:* The most recent episodes from each show you follow are displayed here. To change how long episodes stay in this playlist, tap ⦁⦁⦁.

Filter episodes by unplayed, saved, downloaded, and season

You can filter the episodes by Unplayed, Downloaded, Saved, and Played, and Season.

1. Tap a show to see its information page.

2. Tap Episodes, or the current filter, above the list of episodes.

3. Choose an option, like Unplayed or Season 1.

Note: Some filter options, such as Unplayed, Downloaded, Saved, and Played are only available for shows that you follow or shows with saved or downloaded episodes.

Create your own station

Group your shows into stations (similar to a music playlist) based on themes like news, comedy, or morning commute podcasts. Episodes from the podcasts you choose are automatically added to your station regularly.

1. Tap Library, then swipe left to view your Library menu.

2. Tap ⦁⦁⦁ in the top-right corner of the Library menu.

3. Tap New Station, then add a title.

4. Tap Choose Podcasts.

To adjust the number of episodes from each podcast that are added to your station, tap the station you want to change, tap Station Settings, then tap Episodes.

Change the episode playback order

1. Tap Library, then tap a show to see its information page.

2. Tap ⬤, then tap Settings.

3. Choose an option, like Oldest to Newest.

Limit the number of downloads from each podcast

1. Tap Library to see podcasts you follow, then tap a show to see its information page.

2. Tap ⬤, then tap Settings.

3. Tap Limit Downloads, then select an option to limit downloads by number or time.

Mark an episode as played

1. Tap Library, then tap a show.

2. Swipe right on an episode, then tap Played.

If you're already looking at a specific episode, tap ⬤, then tap Mark as Played.

Hide episodes you've already played

1. Tap Library, then tap a show to see its information page.

2. Tap ⬤, then tap Hide Played Episodes.

To automatically hide all episodes you've already played, go to Settings > Podcasts, then turn on Hide Played Episodes.

Download, save, and share podcast episodes on iPad

In the Podcasts app 🎙, you can download, save, and share podcast episodes.

Save and download an episode

Download an episode so you can play it when you're offline.

1. Tap Library, then tap a show to see its information page.

2. Swipe left on an episode, then tap ⬇ or 🔖.

When you save an episode, it's automatically downloaded so you can listen to it offline. To turn off this option, go to Settings > Podcasts, then turn off Download When Saving.

Remove a downloaded episode

1. Tap Library, then tap a show to see its information page.

2. Swipe left on an episode, then tap Remove Download or Unsave. If you're looking at a specific episode, tap 🔘 or tap ⬇.

Remove all downloaded episodes from a show

1. Tap Library.

2. Tap Shows, then tap a show to see its information page.

3. Tap ⚫⚫⚫, then tap Remove Downloads.

💡 **Tip:** You can also remove all downloaded episodes from a show by going to Settings ⚙ > General > iPad Storage > Podcasts, then tapping Edit.

Remove all downloaded episodes

1. Tap Library, then tap Downloaded.

2. Tap ⚫⚫⚫, then tap Remove All Downloads.

Share a podcast show or episode

1. Tap Library, then tap a show to see its information page.

2. Tap ⚫⚫⚫ in the top-right corner of the screen, then tap Share Show. Or to share a specific episode, tap ••• next to the episode, then tap Share Episode.

Subscribe to a show or channel on iPad

In the Podcasts app 🎙, subscribe to, change, cancel, and share your podcasts subscriptions. Paid subscriptions allow you to support the shows you love, and they often include premium extras, early access to new episodes, or ad-free listening.

Note: Not all subscriptions and channels are available in all countries, regions, or languages. See the Apple Support article Availability of Apple Media Services.

Subscribe to a show or channel

1. Select the show or channel you want to subscribe to.

   When you subscribe to a show, you automatically follow it. See Follow your favorite podcasts on iPad.

2. Tap the subscription button (if available).

Change or cancel your subscriptions

1. Tap Listen Now.

2. Tap ⊙ or your profile picture, then tap Manage Subscriptions.

3. Tap a subscription to change or cancel it.

Share Apple Podcasts subscriptions

When you subscribe to podcasts channels, you can use Family Sharing to share your subscriptions with up to five other family members. Your family group members will automatically have access to your subscribed shows.

If you join a family group and a family group member subscribes to a show you already subscribe to, your subscription isn't renewed on your next billing date; instead, you use the group's subscription. If you join a family group that doesn't subscribe, the group uses your subscription.

Note: To stop sharing a show subscription with a family group, you can cancel the subscription or leave or turn off Family Sharing.

See also the Apple Support article Get and manage your Apple Podcasts Subscriptions.

Change your download settings for Podcasts on iPad

Podcasts you follow are automatically downloaded to your Apple device. Episodes you've played are automatically deleted from your device. You can change these settings, and adjust other download options.

Turn automatic downloads on or off

1. Go to Settings ⚙ > Podcasts.

2. Turn Enable When Following (under Automatic Downloads) off or on.

💡 **Tip:** To automatically download a particular podcast, open the Podcasts app 🎙, touch and hold the show's artwork on the Library screen, tap Settings, then turn on Automatic Downloads.

Remove downloaded podcasts after you listen to them

1. Go to Settings ◉ > Podcasts.

2. Turn on Remove Played Downloads (under Episode Downloads).

   Or, to adjust this setting for a particular podcast you follow, touch and hold the show's artwork on the Library screen, tap Settings, then turn on Remove Played Downloads.

Limit how much cellular data is used when downloading podcasts (Wi-Fi + Cellular models)

Go to Settings ◉ > Podcasts, then choose any of the following:

- *Block downloads over cellular data when downloading podcasts that you follow:* Turn on Block Downloads Over Cellular.

- *Ask to be notified when an episode will use cellular data to download:* Tap Cellular Downloads, then choose an option.

Turn off automatic syncing across Apple devices

1. Go to Settings ◉ > Podcasts.

2. Turn off Sync Podcasts (below Podcasts Settings).

Reminders

Add reminders on iPad

In the Reminders app ▤, you can easily make to-do lists for things like grocery shopping, tasks around the house, and projects at work. Create subtasks, set flags, add attachments, and more.
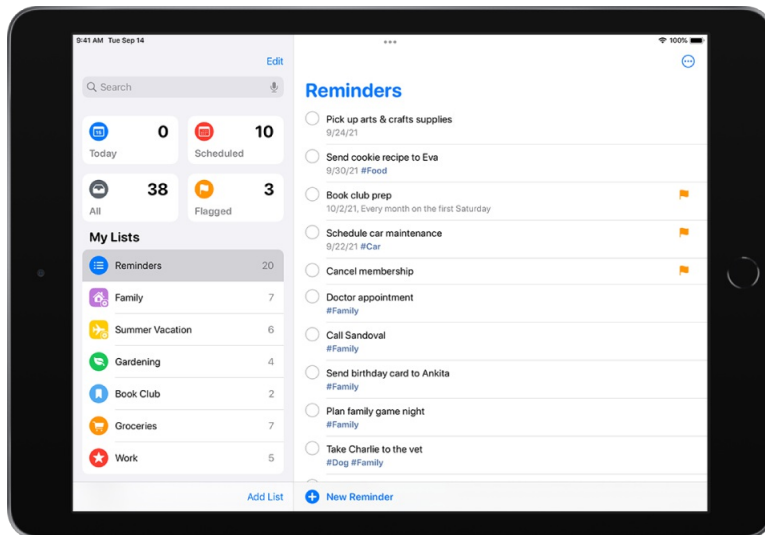
Note: All Reminders features described in this guide are available when you use upgraded reminders. Some features aren't available when using other accounts.

Create a new list

1. Tap Add List, then choose an account (if you have more than one account).

2. Enter a name, then choose a color and symbol for the list.

Add a new reminder

🎙 **Siri:** Say something like: "Add artichokes to my groceries list." Learn how to ask Siri.

Or do the following:

1. Tap New Reminder, then enter text. Or if you have Apple Pencil, write in the text field.

2. Use the buttons above the keyboard to do any of the following:

- *Schedule a date and time:* Tap ▦, then choose when you want to be reminded.

- *Add a location:* Tap ◁, then choose where you want to be reminded—for example, when you arrive home or get into a car with a Bluetooth connection to your iPad.

 *Note:* To receive location-based reminders, you must allow Reminders to use your precise location. Go to Settings ◉ > Privacy > Location Services. Turn on Location Services, tap Reminders, choose While Using the App, then turn on Precise Location.

- *Assign the reminder:* (available in shared lists) Tap ⚇, then choose a person on the shared list (including yourself).

- *Set a flag:* Tap ⚑ to mark an important reminder.

- *Add a photo or scan a document:* Tap ⬚, then take a new photo, choose an existing photo from your photo library, or scan a document.

- *Insert scanned text:* Tap ⬚, tap Scan Text, then position iPad so that the text appears within the camera frame (on supported models with iPadOS 15.4 or later; in supported languages).

3. To add more details to the reminder, tap ⓘ, then do any of the following:

- *Add notes:* In the Notes field, enter more information about the reminder.

- *Add a web link:* In the URL field, enter a web address. Reminders displays a link that you can tap to go to the website.

- *Get a reminder when chatting with someone in Messages:* Turn on When Messaging, then choose someone from your contacts list. The reminder appears the next time you chat with that person in Messages.

- *Set a priority:* Tap Priority, then choose Low, Medium, or High.

- *Move the reminder to a different list:* Tap List, then choose a list.

4. Tap Done.

💡 **Tip:** With OS X 10.10 or later, you can hand off reminders you're editing between your Mac and iPad.

Create a subtask

Swipe right on the reminder, then tap Indent. Or drag a reminder onto another reminder.

If you complete a main task, the subtasks are also completed. If you delete or move a main task, the subtasks are also deleted or moved.

Mark a reminder as completed

Tap the empty circle next to a reminder to mark it as completed and hide it.

To unhide completed reminders, tap ⊙, then tap Show Completed. To delete the completed reminders, tap Clear.

Delete a reminder

Swipe left on the reminder, then tap Delete. Or if you have Apple Pencil, just scribble over the reminder.

If you change your mind, you can recover the deleted reminder—tap with three fingers or shake to undo.

Edit multiple reminders at the same time

1. While viewing a list, tap ⊙, tap Select Reminders, then select the reminders you want to edit. Or drag two fingers over the reminders you want to edit.

2. Use the buttons at the bottom of the screen to complete, flag, add a date and time, move, assign, or delete the selected reminders.

Use keyboard shortcuts

If your iPad is connected to an Apple external keyboard, you can use keyboard shortcuts to perform the following actions in Reminders:

- *Add a new reminder:* Press Command-N.

- *Show completed reminders:* Press Shift-Command-H.

- *Show all reminders assigned to you:* Press Command-5.

- *View more keyboard shortcuts:* Press and hold the Globe key or Command key.

Organize lists in Reminders on iPad

In the Reminders app ☰, you can arrange your reminders in lists and groups. Use the default Smart Lists to quickly see reminders that are due today, scheduled, flagged, or assigned to you. You can also easily search all your lists for reminders that contain specific text.
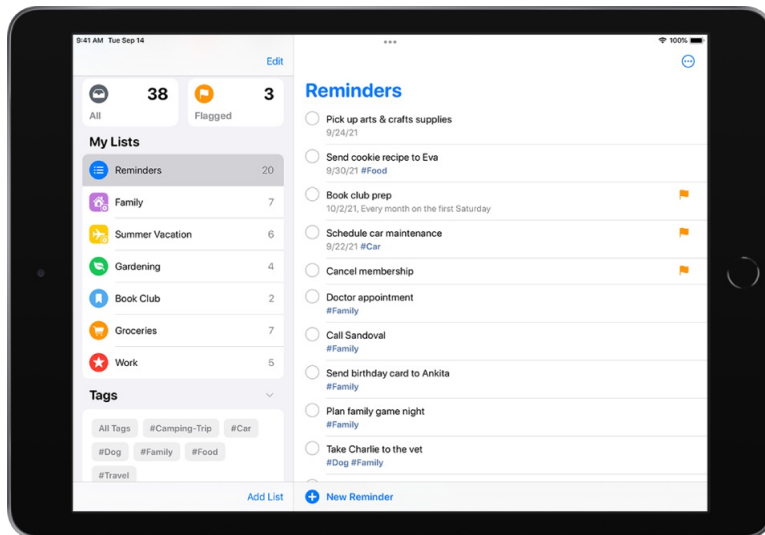
Note: All Reminders features described in this guide are available when you use upgraded reminders. Some features aren't available when using other accounts.

Create, edit, or delete lists and groups

You can organize your reminders into lists and groups of lists such as work, school, or shopping. Do any of the following:

- *Create a new list:* Tap Add List, choose an account (if you have more than one account), enter a name, then choose a color and symbol for the list.

- *Create a group of lists:* Tap Edit, tap Add Group, enter a name, then tap Create. Or drag a list onto another list.

- *Rearrange lists and groups:* Touch and hold a reminder, list, or group, then drag it to a new location. You can even move a reminder to a different list or move a list to a different group.

- *Change the name and appearance of a list or group:* Swipe left on the list or group, then tap ⓘ.

- *Delete a list or group and their reminders:* Swipe left on the list or group, then tap 🗑.

Use the default Smart Lists

Reminders are automatically organized in the default Smart Lists. You can see specific reminders and track upcoming reminders with the following Smart Lists:

- *Today:* See reminders scheduled for today and overdue reminders.

- *Scheduled:* See reminders scheduled by date or time.

- *Flagged:* See reminders with flags.

- *Assigned to Me:* See reminders assigned to you in shared lists.

- *Siri Suggestions:* See suggested reminders detected in Mail and Messages.

- *All:* See all your reminders across every list.

To show, hide, or rearrange the default Smart Lists, tap Edit.

Sort and reorder reminders in a list

- *Sort reminders by due date, creation date, priority, or title:* (not available in the All and Scheduled Smart Lists) In a list, tap ⊙, tap Sort By, then choose an option.

  To reverse the sort order, tap ⊙, tap Sort By, then choose a different option, such as Newest First.

- *Manually reorder reminders in a list:* Touch and hold a reminder you want to move, then drag it to a new location.

  The manual order is saved when you re-sort the list by due date, creation date, priority, or title. To revert to the last saved manual order, tap ⊙, tap Sort By, then tap Manual.

When you sort or reorder a list, the new order is applied to the list on your other devices where you're using upgraded reminders. If you sort or reorder a shared list, other participants also see the new order (if they use upgraded reminders).

Search the reminders in all of your lists

In the search field above the reminder lists, enter a word or phrase.

Use tags and Smart Lists in Reminders on iPad

In the Reminders app ▤, you can use tags as a fast and flexible way to categorize and organize your reminders. You can add one or more tags, such as #shopping and #work, to a reminder. Easily search and filter your reminders across lists using the Tag Browser or Smart Lists.
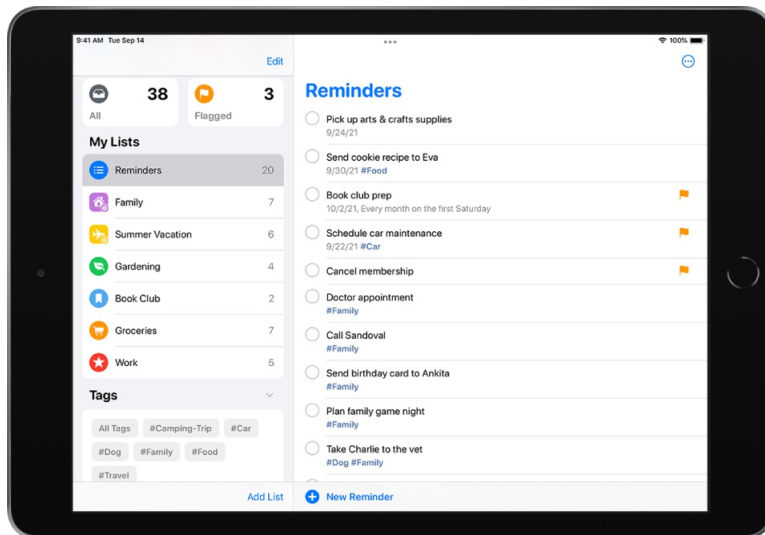
Note: All Reminders features described in this guide are available when you use upgraded reminders. Some features aren't available when using other accounts.

Add tags

When you create or edit a reminder, type # followed by the tag name or choose a tag from the menu above the keyboard. A tag can be only one word, but you can use dashes and underscores to combine words. You can add multiple tags to a reminder.

View reminders with tags

In the Tag Browser (below My Lists), tap a tag or All Tags. To filter the list further, tap more tags in the Tag Browser.

💡 **Tip:** To save this list as a Smart List, tap ⊙, then tap Create Smart List.

Rename or delete a tag

In the Tag Browser (below My Lists), touch and hold a tag, then tap Rename Tag or Delete Tag.

When you delete a tag, it's also removed from all Smart Lists that use it.

Make a custom Smart List

You can create your own Smart Lists to automatically include reminders filtered by tags, dates, times, locations, flags, and priority. You can choose more than one tag (such as #gardening and #errands) and combine them with other filters.

- *Create a new Smart List:* Tap Add List, tap Make into Smart List, choose filters, enter a name, then choose a color and symbol for the list.

- *Convert a list to a Smart List:* When viewing the list you want to convert, tap ⋯, tap Show List Info, scroll to the bottom, then tap Convert to Smart List.

  When you convert a list, its items are moved to the top level of the default list and tagged with the name of the Smart List.

  Note: You can't convert a shared list.

Set up Reminders accounts on iPad

If you use the Reminders app ▤ with different accounts (such as iCloud, Microsoft Exchange, Google, or Yahoo), you can manage all your to-do lists in one place. Your reminders stay up to date on all your devices that use the same accounts. You can also customize your preferences in Settings.

Add your reminders stored in iCloud

Go to Settings ⚙ > [*your name*] > iCloud, then turn on Reminders.

Your reminders stored in iCloud—and any changes you make to them—appear on your iPhone, iPad, iPod touch, Apple Watch, and Mac where you're signed in with the same Apple ID.

Upgrade your reminders stored in iCloud

If you've been using Reminders with iOS 12 or earlier, you may need to upgrade your reminders stored in iCloud to use features such as attachments, flags, list colors and icons, and more.

1. Open the Reminders app.

2. On the Welcome to Reminders screen, choose one of the following options:

   - *Upgrade Now:* Begin the upgrade process.

   - *Upgrade Later:* A blue Upgrade button appears above your lists; tap it when you're ready to upgrade your reminders.

Note: Upgraded reminders aren't backward compatible with the Reminders app in earlier versions of iOS and macOS. See the Apple Support article Upgrading the Reminders app in iOS 13 or later.

Add other Reminders accounts

You can use the Reminders app to manage your reminders from other accounts, such as Microsoft Exchange, Google, and Yahoo.

1. Go to Settings ⚙ > Reminders > Accounts > Add Account.

2. Do any of the following:

   - Choose an account provider, then sign in to your account.

   - If your account provider isn't listed, tap Other, tap Add CalDAV Account, then enter your server and account information.

Note: Some Reminders features described in this guide aren't available in accounts from other providers.

To stop using an account, go to Settings > Reminders > Accounts, tap the account, then turn off Reminders. Reminders from the account no longer appear on your iPad.

Change your Reminders settings

1. Go to Settings ⚙ > Reminders.

2. Choose options such as the following:

   - *Siri & Search:* Allow content in Reminders to appear in Siri Suggestions or search results.

   - *Notifications:* Set how you receive notifications, choose the alert style, and have Siri announce notifications.

   - *Accounts:* Manage your accounts and how often data is updated.

   - *Default List:* Choose the list for new reminders you create outside of a specific list, such as reminders you create using Siri.

   - *Today Notification:* Set a time to see notifications for all-day reminders that have been assigned a date without a time.

   - *Show as Overdue:* The scheduled date turns red for overdue all-day reminders.

   - *Mute Notifications:* Turn off notifications for assigned reminders.

Share and assign reminders on iPad

In the Reminders app 📋, use iCloud to share to-do lists. You can collaborate and assign tasks to other people who also use iCloud.

Note: All Reminders features described in this guide are available when you use upgraded reminders. Some features aren't available when using other accounts.

Share a list using iCloud

You can share a list and collaborate with people who use iCloud. People who accept the invitation can add and edit reminders, and mark reminders as completed.

1. While viewing a list, tap ⊙, then tap Share List.

2. Tap Share Options, then choose whether to allow collaborators to invite other collaborators.

3. Choose how to send your invitation (for example, using Mail or Messages).

Assign reminders in a shared list

When you create or edit a reminder, you can assign it to any person on the list, including yourself. Do any of the following:

- Type @ followed by the person's name or choose a person from the menu above the keyboard.

- Tap ⊖, then choose a person.

💡 **Tip:** To quickly see all reminders assigned to you, use the Assigned to Me Smart List.

Print reminders on iPad

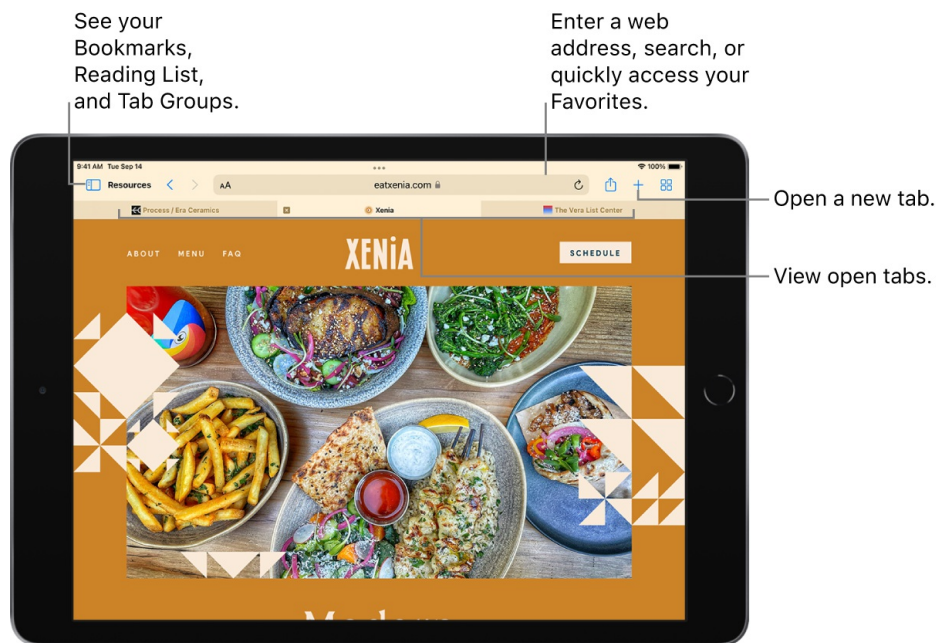In the Reminders app ▤, you can print a list.

1. View the list you want to print.

2. Tap ⊙, then tap Print.

Safari

Browse the web using Safari on iPad

In the Safari app 🧭, you can browse the web, view websites, preview website links, translate webpages, and add the Safari app back to your Home Screen if it gets removed. If you sign in to iCloud with the same Apple ID on all your devices, you can see pages you have open on other devices, and keep your bookmarks, history, and Reading List up to date on all your devices.

See your Bookmarks, Reading List, and Tab Groups.

Enter a web address, search, or quickly access your Favorites.

Open a new tab.
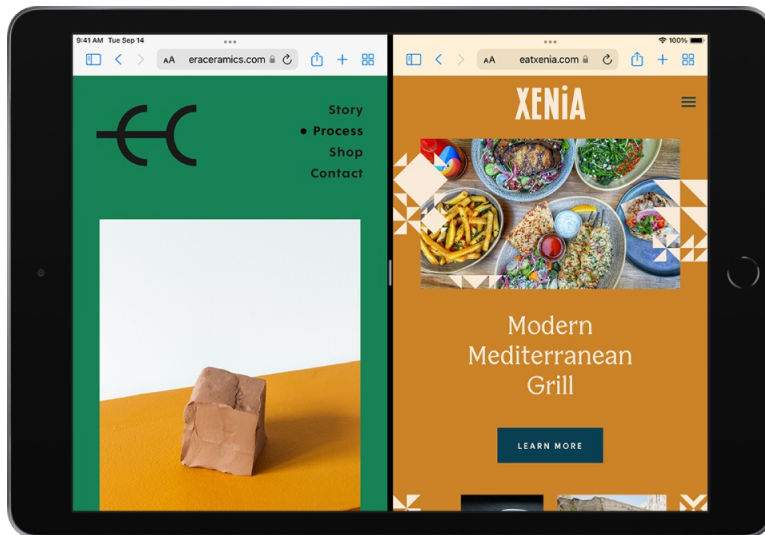
View open tabs.

View websites with Safari

You can easily navigate a webpage with a few taps.

- *Get back to the top:* Double-tap the top edge of the screen to quickly return to the top of a long page.

- *See more of the page:* Turn iPad to landscape orientation.

- *Refresh the page:* Pull down from the top of the page.

- *Share links:* Tap ⬆ at the top right of the page.

View two pages side-by-side in Split View

Use Split View to open two Safari pages side-by side.

- *Open a blank page in Split View:* Touch and hold ⊞, then tap New Window in Split View.

- *Open a link in Split View:* Touch and hold the link, then tap Open in Split View.

- *Move a window to the other side of Split View:* Touch and hold ⋯ at the top of the window, then drag left or right.

- *Close tabs in a Split View window:* Touch and hold ⊞.

- *Leave Split View:* Drag the divider over the window you want to close.

Preview website links

Touch and hold a link in Safari to see a preview of the link without opening the page. To open the link, tap the preview, or tap Open.

To close the preview and stay on the current page, tap anywhere outside the preview.

Touch and hold a link to see the URL and these options.

Translate a webpage

When you encounter a webpage that's in another language, you can use Safari to translate the text.

When viewing a webpage in another language, tap AA, then tap 🗛 if translation is available.

Manage downloads

To download a file, touch and hold the file or link you want to download, then tap Download Linked File.

Tap ⊕ to check the status of a file you're downloading, to access downloaded files quickly, or to drag a downloaded file onto another file or into an email you're working on.

💡 **Tip:** You can download files in the background while you continue to use Safari.

Add Safari back to your Home Screen

If you don't see Safari on your Home Screen, you can find it in App Library and add it back.

1. On the Home Screen, swipe left to access App Library.

2. Enter "Safari" into the search field.

3. Press and hold 🧭, then tap Add to Home Screen.

See also

[Search for websites](#)

Customize your Safari settings on iPad

In the Safari app 🧭, you can change your Safari layout, customize your start page, change the text size on websites, and change display and privacy settings. Sign in to iCloud with the same Apple ID on multiple devices to keep the tabs you have open, your bookmarks, history, and Reading List up to date across all your devices.

Customize your start page

Every time you open a new tab, you begin on your start page. You can customize your start page with new background images and options.

1. To open a new tab, tap ＋ at the top-right corner of the screen.

2. Scroll to the bottom of the page, then tap Edit.

3. Choose options for your start page.

   - *Use Start Page on All Devices:* Keep your settings and preferences updated across all Apple devices where you're signed in with your Apple ID. See Set up iCloud on your devices in the iCloud User Guide.

   - *Favorites:* Display shortcuts to your favorite bookmarked websites. See Add a webpage to your favorites.

   - *Siri Suggestions:* As you search, use Siri to suggest webpages.

   - *Shared with You:* See links shared with you in Messages. See View links shared with you on iPad.

   - *Frequently Visited:* Go straight to the websites you visit most.

   - *Privacy Report:* Stay updated on how many trackers and websites Safari blocked from tracking you. See View the Privacy Report.

   - *Reading List:* List pages currently in your Reading List. See Add the current page to your Reading List.

   - *iCloud Tabs:* Show open tabs from other Apple devices where you're signed in with the same Apple ID and Safari is turned on in iCloud settings or preferences. See Use tabs in Safari on iPad.

Note: Your custom start page settings are updated on all your Apple devices where you're signed in with the same Apple ID and two-factor authentication is turned on for iCloud. See the Apple Support article Two-factor authentication for Apple ID.

Change text size

1. Tap A A on the left side of the search field.

2. Tap the large A to increase the font size or the small A to decrease it.
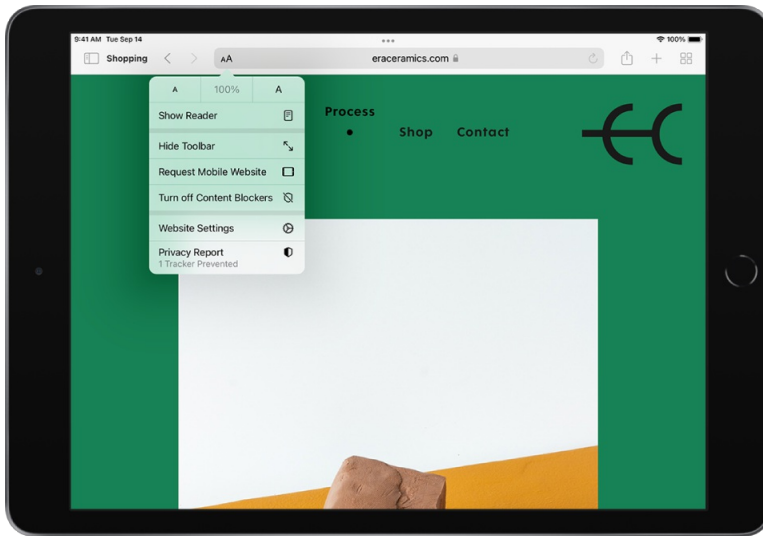
Change display and privacy controls

Use the Page Settings button to switch to Reader, hide the search field, set privacy controls for a website, and more.

Tap A A, then do any of the following:

- *View the webpage without ads or navigation menus:* Tap Show Reader (if available).

- *Hide the search field:* Tap Hide Toolbar (tap the top of the screen to get it back).

- *View the mobile version of the webpage:* Tap Request Mobile Website (if available).

- *Set display and privacy controls for each time you visit this website:* Tap Website Settings.

Use keyboard shortcuts

You can navigate in Safari using keyboard shortcuts on an external keyboard.

To view available keyboard shortcuts, connect your keyboard, then press and hold the Command key.

Change the layout in Safari on iPad

In the Safari app 🧭, you can choose the layout that works best for you. Depending on the layout, the search field appears at the bottom (Tab Bar layout) or top (Single Tab layout) of the screen.
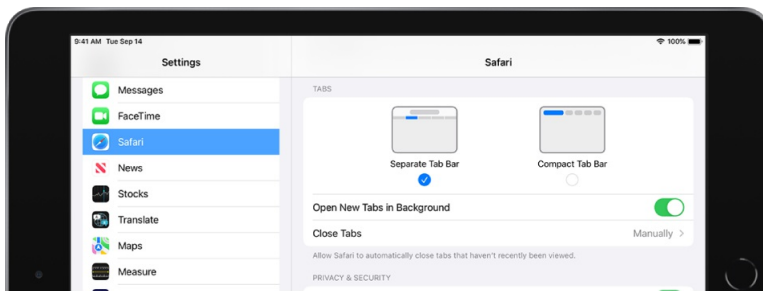
To choose a layout, do the following:

1. Go to Settings ⚙️ > Safari, then scroll down to Tabs.

2. Select either Separate Tab Bar or Compact Tab Bar.

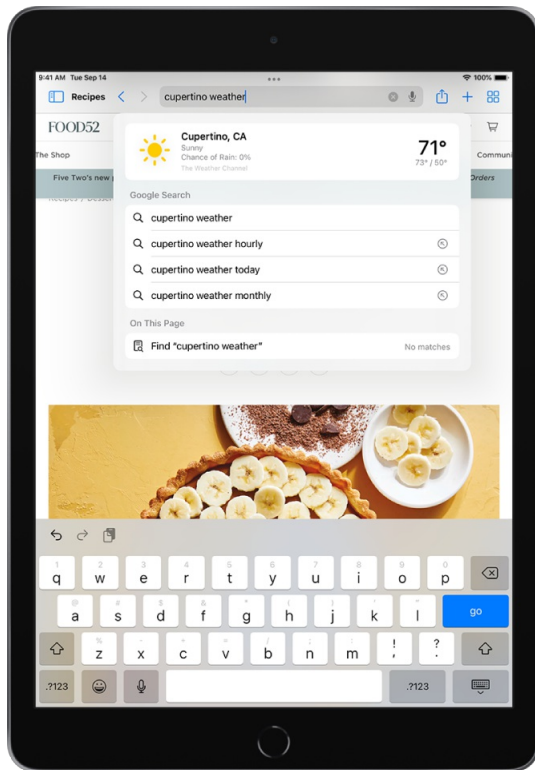   You can move between layouts as much as you want without losing the tabs you have open.

   Note: If you're using the Compact Tab Bar layout, the menus and layout may look different from what's described in this guide.

Search for websites using Safari on iPad

In the Safari app 🧭, enter a URL or a search term to find websites or specific information.

Search the web

1. Enter a search term, phrase, or URL in the search field.

2. 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 turn off Search Engine Suggestions (below Search).

Find websites you visited before

Safari search suggestions include your open tabs, bookmarks, and pages you recently visited. For example, if you search for "iPad," the search suggestions include your open tabs related to "iPad" and websites related to "iPad" that you bookmarked or recently visited.

Search within websites

To search within a website, enter the name of a website followed by a search term in the search field. For example, enter "wiki einstein" to search Wikipedia for "einstein."

To turn this feature on or off, go to Settings > ⚙ > Safari > Quick Website Search.

See your favorites in search suggestions

Have your favorites appear as suggestions when you enter an address, search, or create a new tab.

Go to Settings ⚙ > Safari, then tap Favorites.

If you have multiple folders in your favorites, you can select the ones you want to appear in Safari search suggestions.

Search the page

You can find a specific word or phrase on a page.

1. Tap ⬆, then tap Find on Page.

2. Enter the word or phrase in the search field.

3. Tap ⌄ to find other instances.

Choose a search engine

Go to Settings ⚙ > Safari > Search Engine.

Use tabs in Safari on iPad

In the Safari app 🧭, use tabs to help you navigate between multiple open webpages.

Note: If you're using the Compact Tab Bar layout, the menus and other items may look different from what's described in this guide. See Change the layout in Safari on iPad.

Open a link in a new tab

Touch and hold the link, then tap Open in Background. Or, tap the link with two fingers.

To automatically switch to the new tab whenever you open a link in a new tab, go to Settings ⚙ > Safari, then turn off Open New Tabs in Background.

Browse open tabs

To look through the webpages you have open, tap ⊞ in the top-right corner, or pinch closed with three fingers. Do any of the following:

- *Close a tab:* Tap ✕ in the upper-right corner, or swipe left on the tab.

- *View a single tab again:* Tap a tab, or tap Done, or pinch open with three fingers.

💡 **Tip:** To see a tab's history, touch and hold ‹ or ›.

Reopen a recently closed tab

Touch and hold +, then choose from the list of recently closed tabs.

View tabs that are open on your other devices

1. Sign in to iCloud with the same Apple ID on all your devices.

2. Go to Settings ⚙ > [*your name*] > iCloud, then turn on Safari.

   Note: To also see tabs open on your Mac, you must have Safari selected in iCloud preferences on your Mac and be signed in with the same Apple ID.

3. Tap + and scroll to see the tabs open on your other devices at the bottom of the start page. Or, tap ▢, then scroll through the Tab Groups listed in the sidebar.

   To remove a tab from the list, touch and hold the link, then choose Close. This removes the link from your start page without closing the tab on your other device.
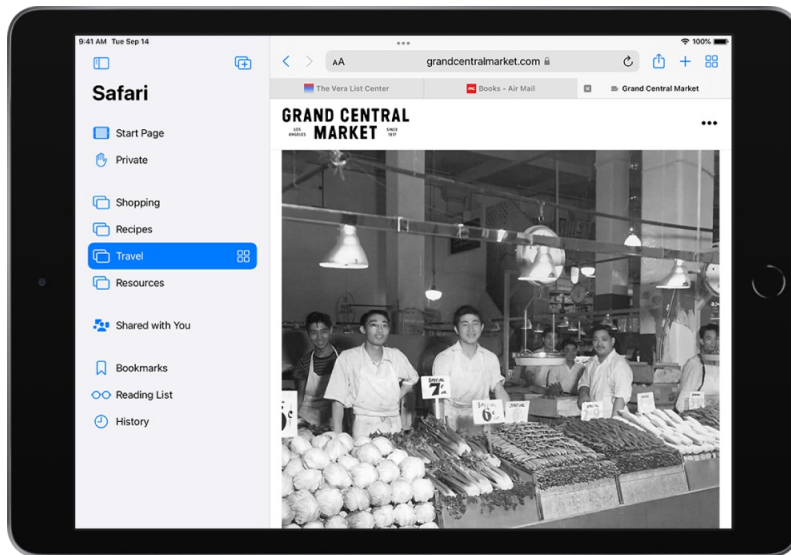
   Note: To view tabs open on your other devices, you must have iCloud Tabs turned on for your start page. See Customize your start page.

To change which device displays iCloud tabs on your start page, tap From [*Device name*] and choose from the dropdown menu.

Organize your tabs

Create a Tab Group to keep tabs organized and make them easier to return to later.

1. Tap ⬚ to open the sidebar.

2. Tap ⊕ in the top-right corner of the sidebar.

3. Choose an option, then name your new Tab Group.

Move a tab to another group

1. Touch and hold the tab you want to move.

2. Tap Move to Tab Group, then choose one of the Tab Groups you created previously or tap New Tab Group.

Keep tabs and Tab Groups updated across your devices

Go to Settings ⚙ > [*your name*] > iCloud, then turn on Safari.

Note: To also see tabs open on your Mac, you must have Safari selected in iCloud preferences on your Mac, be signed in with the same Apple ID, and have two-factor authentication turned on for iCloud. See Set up iCloud on all your devices in the iCloud User Guide and the Apple Support article Two-factor authentication for Apple ID.

Close all your tabs

On any open page, touch and hold ⊞, then tap Close All Tabs.

You can also close tabs from the Tab Overview Screen. Touch and hold Done, then tap Close All Tabs.

Bookmark favorite webpages in Safari on iPad

In the Safari app 🧭, you can bookmark websites, add websites to Favorites, or add a website icon to the Home Screen to easily revisit later.

Bookmark the current page

1. Tap ⬆️ to the right of the search field.

2. Tap Add Bookmark.

Bookmark open tabs

1. Pinch closed with three fingers to view all your tabs.

2. Touch and hold one of your tabs, then tap Add Bookmarks for [*number of*] Tabs.

View and organize your bookmarks

1. Tap ▢, then tap Bookmarks.

2. To create a new folder or to delete, rename, or reorder bookmarks, tap Edit.

3. Tap Done to save your changes.
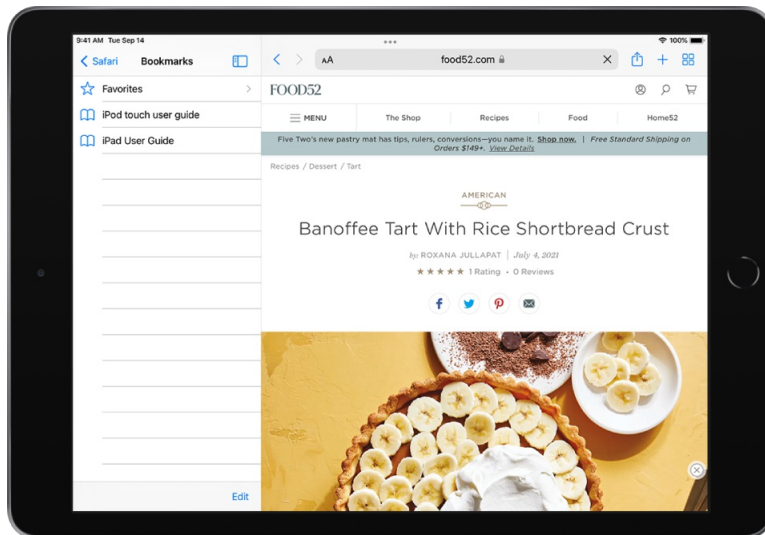
See your Mac bookmarks on iPad

Go to Settings ⚙️ > [*your name*] > iCloud, then turn on Safari.

Note: You must also have Safari selected in iCloud preferences on your Mac and be signed in with the same Apple ID. See [Set up iCloud for the Safari app on all your devices](#) in the iCloud User Guide.

Add a webpage to your favorites

Open the page, tap ⬆️, then tap Add to Favorites.

Edit your favorites

1. Tap ⬜, then tap Bookmarks.

2. Tap Favorites, then tap Edit to delete, rename, or rearrange your favorites.

Quickly see your favorite sites and your Reading List

Tap ⬜ to open the sidebar, scroll down, then tap Bookmarks or Reading List.

Add a website icon to the Home Screen

You can add a website icon to your iPad Home Screen for quick access to that site.

From the website, tap ⬆️, then tap Add to Home Screen.

The icon appears only on the device where you add it.

Save pages to a Reading List in Safari on iPad

In the Safari app 🧭, save interesting items in your Reading List so you can revisit them later. You can even download the items in your Reading List and read them later when you're not connected to the internet.

Add the current page to your Reading List

Tap ⬆️, then tap Add to Reading List.

💡 **Tip:** To 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 Reading List.

To delete an item from your Reading List, touch and hold the item, then tap Delete.

Automatically save all Reading List items to iCloud for offline reading

Go to Settings ⚙ > Safari, then turn on Automatically Save Offline (below Reading List).

View links shared with you on iPad

In the Safari app 🧭, you can easily view and organize the links friends share with you. When a friend shares links with you in a Messages conversation, you can easily find them in Shared with You in Safari. (Safari must be turned on in Settings ⚙ > Messages > Shared with You, and your friend must be in your contacts list in Contacts.)

Open shared links in Safari

To view links shared with you in Messages, tap ⬚, then tap Shared with You.

💡 **Tip:** You can see who shared the link with you listed below each preview. Tap the button below the link preview to open the Message conversation that contains the link.

Remove shared links from Shared with You

1. Touch and hold the preview image of the link you want to remove.

2. Tap Remove Link.

Move a shared link to a Tab Group

1. Touch and hold the preview image of the link you want to move, then tap Open in Tab Group.

2. Choose a Tab Group, or tap New Tab Group to create one.

View shared links on your start page

1. Tap ➕ to open a new tab, scroll down, then tap Edit.

2. Turn on Shared with You.

   💡 **Tip:** Touch and drag ≡ to reorder what appears on the start page.

Annotate a webpage

You can mark up a webpage, highlight your favorite parts, draw and write notes, and share your document as a PDF.

1. Tap 􀈂.

2. Tap Markup 􀈊, then choose a tool.

3. Tap Done, then follow the onscreen instructions to save your annotated page as a PDF.

To learn more about Shared with You, see [Use Messages to receive and share content with friends on iPad](#).

Automatically fill in forms in Safari on iPad

In the Safari app 􀎔, use AutoFill to automatically fill in credit card information and contact information.

Set up AutoFill

You can save your personal information or credit card number on your iPad to speed up filling in online forms and making purchases.

1. Go to Settings 􀣋 > Safari > AutoFill.

2. Do any of the following:

    -   *Set up contact info:* Turn on Use Contact Info, tap My Info, then choose your contact card. The contact information from that card is entered when you tap AutoFill on Safari webpages in the future.

    -   *Set up credit card info:* Turn on Credit Cards, tap Saved Credit Cards, then tap Add Credit Card. Enter your credit card information into the fields provided or tap Use Camera to enter the information without typing.

You can also save the credit card information when you make an online purchase. See [Make your passwords available on all your devices with iPad and iCloud Keychain](#).

Fill in your contact information automatically

You can quickly add your personal information to online forms using AutoFill.

1. In a form on a website that supports AutoFill, tap a blank field.

2. Tap AutoFill Contact above the keyboard, then select a contact.

3. Tap any field to make changes.

4. When all the information is correct, tap Done.

5. Follow the onscreen instructions to submit the form.

Note: You can AutoFill another person's information from your contact list. For example, if you're purchasing a gift and shipping it to a friend, you can use AutoFill to enter their address. Tap AutoFill Contact, tap Other Contact, then choose their contact card.

Fill in your credit card information automatically

After you add a credit card, you can use AutoFill to make online purchases without having to enter your full credit card number.

1. Tap the credit card information field, then tap AutoFill Credit Card above the keyboard.

2. Tap the saved credit card you want to use, or tap Use Camera to take a picture of the front of the card.

3. Enter your card's security code (for security purposes, this code isn't stored—you must enter it manually each time you use a card).

For greater security of your credit card information, use a passcode for iPad.

Turn off AutoFill

You can turn off AutoFill for your contact or credit card information, and for passwords. This is helpful in situations where you don't want your contact or credit card information to be readily available—for example if you share a device with others.

- *Turn off AutoFill for your contact or credit card information:* Go to Settings ⚙ > Safari > AutoFill, then turn off either option.

- *Turn off AutoFill for passwords:* Go to Settings ⚙ > Passwords, then turn off AutoFill Passwords.

Get extensions to customize Safari on iPad

In the Safari app 🧭, you can install extensions to customize the way your browser works.
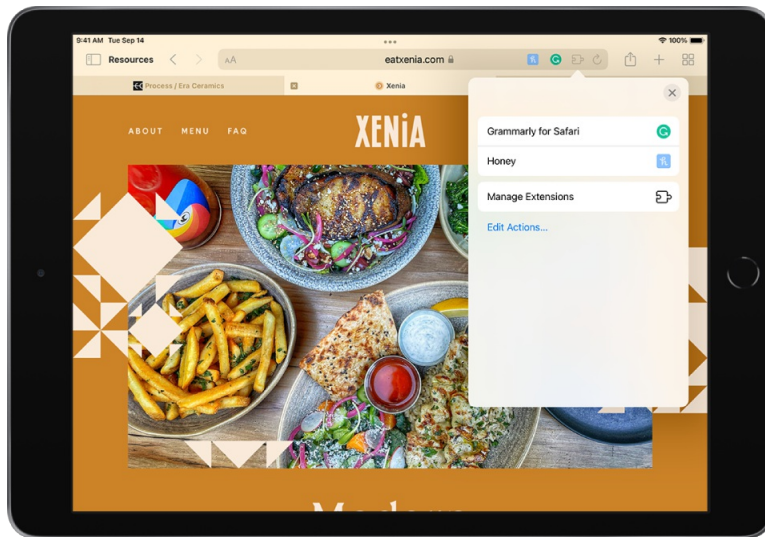
View and add Safari extensions

1. Go to Settings ⚙ > Safari, then tap Extensions.

2. Tap More Extensions to browse extensions from the App Store.

3. When you find one you want, tap the price, or if the app is free, tap Get, then follow the onscreen instructions.

Note: Any extensions you install for Safari on iPad only appear on that device. To add extensions on your Mac, see Get extensions to customize Safari on Mac in the macOS User Guide.

Manage your extensions

Go to Settings ⚙ > Safari, then tap Extensions. You can select or deselect the extension's checkbox to turn that extension on or off.

Use extensions

Extensions access the content of the websites you visit. You can change how much access you give each extension.

1. Tap 🗘 on the right side of the search field, then tap Manage Extensions.

2. Tap each extension you want to give permissions to, then follow the onscreen instructions to choose how much access to give each extension.

   Important: Check which extensions you have installed and make sure you are familiar with what they do.

Remove an extension

1. Swipe down on the Home Screen, then search for the extension you want to remove.

2. Touch and hold the extension icon, tap Delete app, then follow the onscreen instructions.

Hide ads and distractions in Safari on iPad

In the Safari app 🧭, use Safari Reader to view a page without ads, navigation menus, or other distracting items.

Show Reader

Reader formats a webpage to show just the relevant text and images.

Tap 𝖠A on the left side of the search field, then tap Show Reader.

To return to the full page, tap 𝖠A, then tap Hide Reader.

Note: If Reader is dimmed, Reader isn't available for that page.

Automatically use Reader for a website

1. On a supported website, tap 𝖠A, then tap Website Settings.

2. Turn on Use Reader Automatically.

Note: To automatically use Reader for all websites that support it, go to Settings ⚙ > Safari > Reader.

Block pop-ups

Go to Settings ⚙ > Safari, then turn on Block Pop-ups.

Browse privately in Safari on iPad

You can use Private Browsing Mode, view the Privacy Report, and adjust settings in the Safari app 🧭 to keep your browsing activities private and help protect yourself from malicious websites.

Visit sites without making history

You can use Private Browsing Mode to open private tabs, which don't appear in History on iPad or in the list of tabs on your other devices.

Tap ⧉, then tap Private.

While Private Browsing Mode is on, the Safari background is gray and sites you visit don't appear in History on iPad or in the list of tabs on your other devices. You can open multiple private tabs in the Private Tab Group.

To hide the sites and exit Private Browsing Mode, tap ⧉, then switch to a different Tab Group. The tabs reappear the next time you use Private Browsing Mode.

View the Privacy Report

Safari helps prevent trackers from following you across websites and from seeing your IP address. You can review the Privacy Report to see a summary of trackers that have been encountered and prevented by Intelligent Tracking Prevention on the current webpage you're visiting. You can also review and adjust Safari settings to keep your browsing activities private from others who use the same device, and help protect yourself from malicious websites.

To view the Privacy Report, tap A︎A on the right side of the search field, then tap Privacy Report ◗.

Use iCloud Private Relay to browse the web with more privacy

When you subscribe to iCloud+ on iPad, you can use iCloud Private Relay (beta) to help prevent websites and network providers from creating a detailed profile about you. When iCloud Private Relay is turned on, the traffic leaving your iPhone is encrypted and sent through two separate internet relays. This prevents websites from seeing your IP address and location and network providers from collecting your browsing activity. A website or a network provider won't simultaneously know both who you are and what websites you visit. See Turn on iCloud Private Relay on iPad.

Control privacy and security settings for Safari

Go to Settings ◎ > Safari, then below Privacy & Security, turn any of the following on or off:

- *Prevent Cross-Site Tracking:* Safari limits third-party cookies and data by default. Turn this option off to allow cross-site tracking.

- *Hide IP address:* Safari automatically protects your IP address from known trackers. For eligible iCloud+ subscribers, your IP address is protected from trackers and websites as you browse in Safari. If this option is off, your IP address isn't hidden.

- *Block All Cookies:* Turn this option on to prevent websites from adding cookies to your iPad. (To remove cookies already on iPad, go to Settings > Safari > Clear History and Website Data.)

- *Fraudulent Website Warning:* Safari displays a warning if you're visiting a suspected phishing website. Turn this option off if you don't want to be warned of fraudulent websites.

- *Privacy Preserving Ad Measurement:* This prevents websites from viewing your personal information to serve you targeted ads.

- *Check for Apple Pay:* Websites that use Apple Pay can check to see if you have Apple Pay enabled on your device. Turn this option off to prevent websites from checking if you have Apple Pay.

When you visit a website using Safari that isn't secure, a warning appears in the Safari search field.

Clear your cache in Safari on iPad

You can erase your browsing history and data to clear the cache on your iPad. This removes the history of websites you visited and recent searches from your device. It also removes the cookies and permissions you granted to websites to use your location or send you notifications.

Note: Clearing your browsing history in Safari doesn't clear any browsing histories kept independently by websites you visited.

Go to Settings ⚙ > Safari, then tap Clear History and Website Data.

Use Hide My Email in Safari on iPad

When you [Subscribe to iCloud+](#), you can use Hide My Email to keep your personal email address private. With Hide My Email, you can generate unique, random email addresses that forward to your personal email account, so you don't have to share your real email address when filling out forms on the web or signing up for newsletters.

1. When you're asked for your email address on a website, tap the email address field.

2. Tap Hide My Email above the keyboard.

   The Hide My Email screen suggests a new, randomly generated Hide My Email address.

3. If you don't want to use the suggested address, tap ↻ to see a new suggested address.

4. To use the suggested address, tap Continue, type any additional information into the Note field, then tap Use.

You can delete the Hide My Email address at any time. See [Create and manage Hide My Email in Settings](#).

Apps

Use Shortcuts to automate tasks on iPad

The Shortcuts app 🔷 lets you automate tasks you do often with just a tap or by asking Siri. Create shortcuts to get directions to the next event in your Calendar, move text from one app to another, and more. Choose ready-made shortcuts from the Gallery or build your own using different apps to run multiple steps in a task.

To learn how to automate the best features of your apps, see the Shortcuts User Guide.
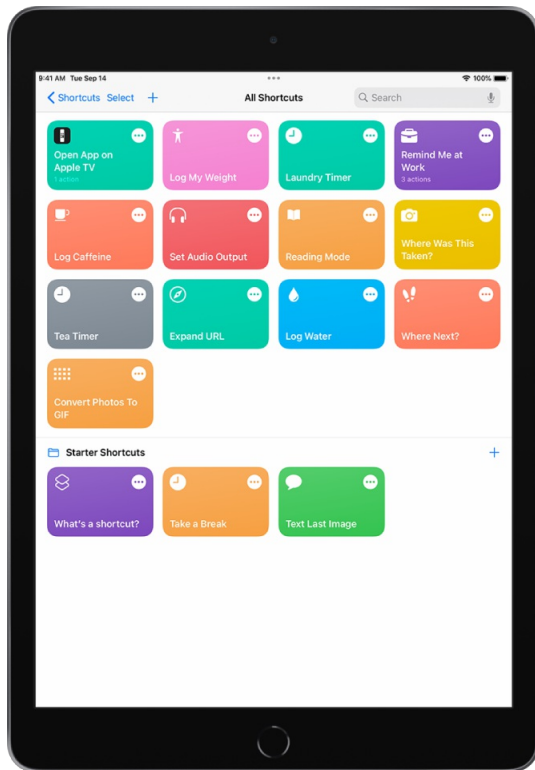
Check stocks on iPad

Use the Stocks app 📈 on iPad to track market activity, view the performance of stocks you follow, and get the latest business news.

🎤 **Siri:** Say something like: "How are the markets doing?" or "How's Apple stock today?" Learn how to ask Siri.

Manage your watchlist

Add the stocks you follow to your watchlist to quickly view price, daily price and percentage changes, and market capitalization values.
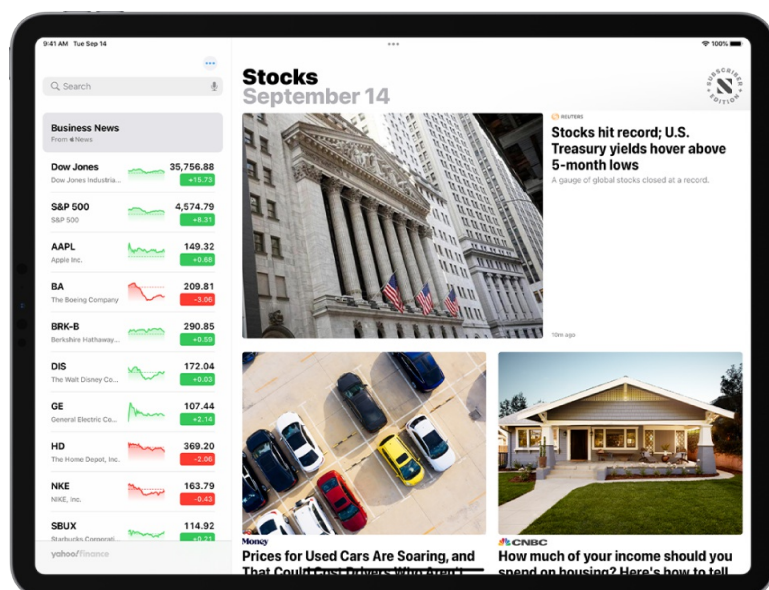

- *Add a symbol to your watchlist:* In the search field, enter a stock symbol, company name, fund name, or index. In the search results, tap the symbol you want to add, then tap Add or Add to Watchlist. Or, tap 🔵, tap Edit Watchlist, then follow the same steps.

- *Delete a symbol:* Swipe left on the symbol in your watchlist, then tap 🗑. Or, tap 🔵, tap Edit Watchlist, tap 🔴 next to the symbol, then tap 🗑.

- *Reorder symbols:* Touch and hold a symbol in your watchlist, then drag it to a new location. Or, tap 🔵, tap Edit Watchlist, touch and hold ☰, then drag the symbol to a new position.

- *Show currency:* Tap 🔵, then tap Show Currency to display the currency the symbol is traded in (iPadOS 15.2 or later).

View stock charts, details, and news

Tap a stock symbol in your watchlist to view an interactive chart, additional details, and related news stories.
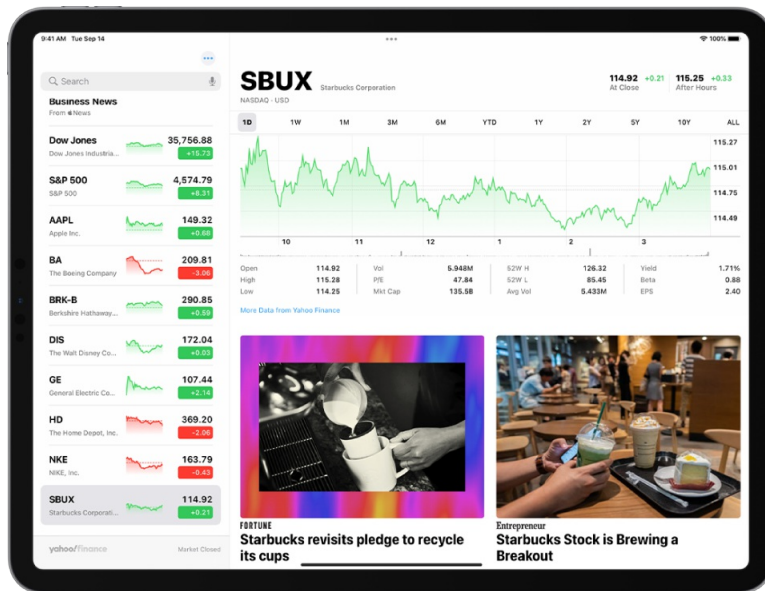
- *See the performance of a stock over time:* Tap an option from the time range selections at the top of the chart.

- *See the value for a specific date or time:* Touch and hold the chart with one finger.

- *See the difference in value over time:* Touch and hold the chart with two fingers.

- *See more details:* Below the chart, view additional stock details like 52-week high and low, Beta, EPS, and average trading volume.

- *Read news:* Swipe up to see additional news stories, then tap a story.

View your watchlist across devices

You can view your watchlist on your iPhone, iPad, iPod touch, and Mac when you're signed in with the same Apple ID.

On your iPhone, iPad, and iPod touch, go to Settings ⚙ > [*your name*] > iCloud, then turn on Stocks.

On your Mac, choose Apple menu > System Preferences, then do one of the following:

- *macOS 10.15 or later:* Click Apple ID, select iCloud, then turn on Stocks.

- *macOS 10.14 or earlier:* Select iCloud, then turn on Stocks.