



## A Guide to iPadOS 16





HCS Technology Group  
A Guide to iPadOS 16  
Produced by HCS Training Centers, Ltd.

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of HCS Training Centers, Ltd.

HCS Training Centers, Ltd. will not be held responsible for any loss of data.

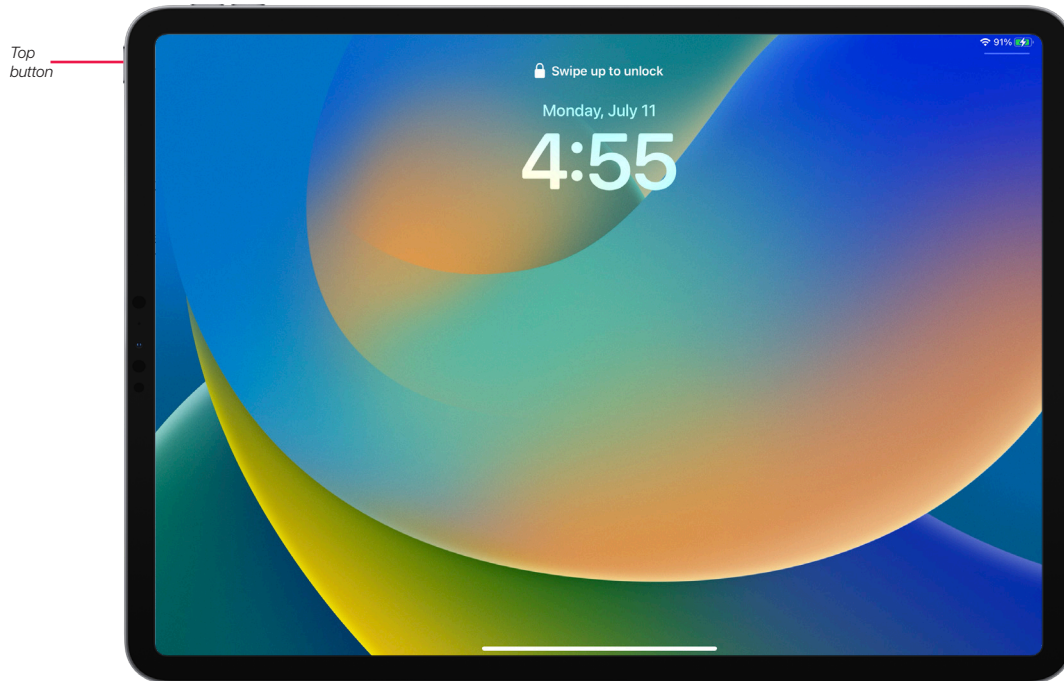
Copyright © 2022 HCS Training Centers, Ltd. All rights reserved

## Contents

Lock Screen.....	4
Home Screen .....	6
Widgets .....	7
Multitasking - Split View and Slide Over.....	8
Multitasking - Stage Manager .....	10
App Library and App Switcher.....	12
Notifications.....	14
Focus.....	15
Safari .....	16
Mail.....	18
Files App.....	20
Live Text.....	21
Notes.....	22
Calendar.....	24
Contacts.....	25
Messages.....	26
FaceTime .....	28
Books .....	30
Siri .....	31
Universal Control .....	32
Set Up Recovery and Legacy Contacts .....	33
Weather .....	34
Other New Features in iPadOS 16 .....	35
Apple Pencil .....	36
Magic Keyboard .....	38
Appendix A: Keyboard Shortcuts.....	40
Appendix B: .....	42
iPadOS 16 is compatible with the following iPad models .....	42
Apple Pencil 2 is compatible the following iPad Models .....	42
Built-in Apps .....	42
Appendix C: FAQ .....	43
Appendix D: Support Articles.....	44

## Lock Screen

When you wake up or power on your iPad, you are presented with a Lock Screen. The Lock Screen shows a lock at the top of the screen with date and time. By default, iPad turns off the display to conserve power, locks for security, and goes to sleep when not in use. To wake iPad up, press the top button or tap the screen.



### Unlock the Screen

Use the methods listed below for your iPad model:

- Face ID: Tap the screen, glance at your iPad. The lock icon animates from closed to open to indicate that iPad is unlocked. Swipe up from the bottom of the screen to view the Home Screen.
- Touch ID (Models with a Home Button): Press the Home button using the finger you registered with Touch ID.
- Touch ID (Models with Top button): Rest your finger on the top button (Touch ID) using the finger you registered with Touch ID.
- Passcode: Press the Home button (on an iPad with a Home button) or swipe up from the bottom of the Lock Screen (on other iPad models). Enter your passcode.

To lock iPad again, press the top button. iPad locks automatically if you don't touch the screen unless this feature has been turned off.

### Access features and information from the Lock Screen

Some of these features can be turned off or modified in Settings giving the user a different experience.

- View widgets: Swipe right (Figure 1.)
- Search: Swipe down from the middle of the Lock Screen (Figure 2.)
- Open Control Center: Swipe down from the top-right corner (Figure 3.)
- Open Camera: Swipe left.
- Notifications: Swipe up from the center.
- Start drawing and taking notes: (on supported models) Tap Apple Pencil on the Lock Screen. Whatever you create is saved in Notes.

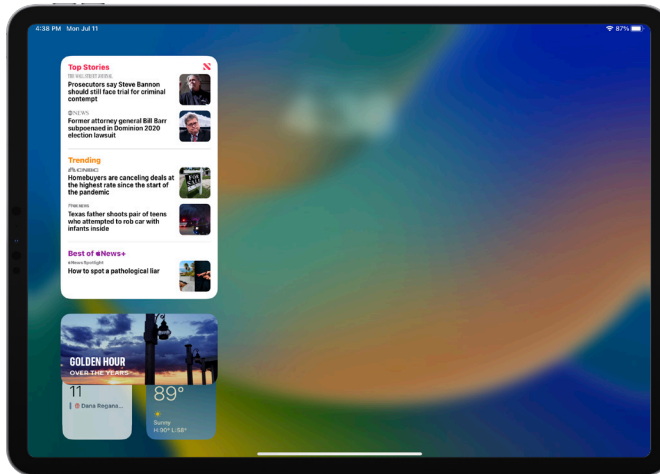


Figure 1

View your widgets on the Lock Screen by swiping right.

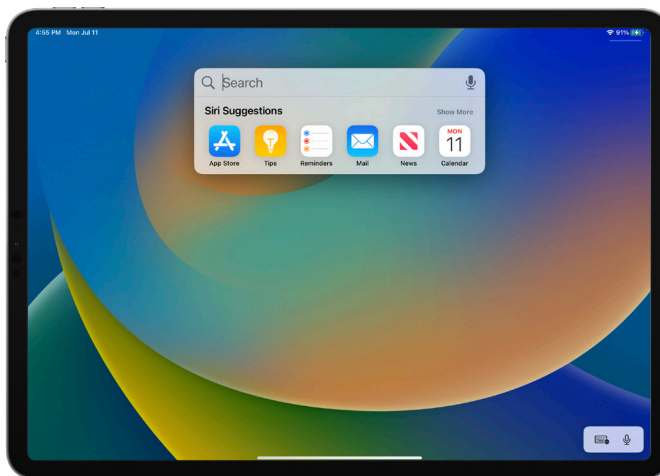


Figure 2

Perform a search from the Lock Screen by swiping down from the middle of the screen.

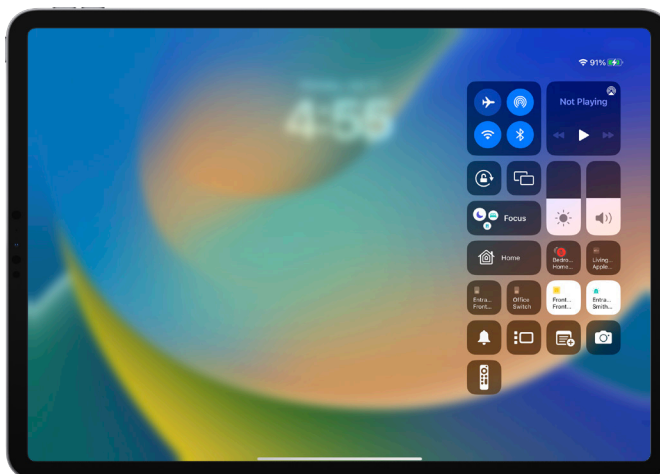


Figure 3

Access Control Center by swiping down from the top-right corner.

## Widgets

Widgets show you current information from your favorite apps at a glance. You can also group widgets in Stacks. To view the widgets in the Stack, just swipe up or down to get to the widget you wish to view. Widgets remain in their place whether you're using your iPad in portrait or landscape. Widgets can be edited or deleted.



### To add Widgets to the Home Screen

1. Touch and hold an empty area on your Home Screen, then tap Add (+) when it appears in the upper-left corner.
2. Select a widget from the list on the left.
3. Swipe left or right on the widget to choose a size, then tap Add Widget.
4. Tap Done in the upper-right corner, or just tap your Home Screen.

### Create your own Widget Stacks

1. Touch and hold an empty area on your Home Screen or in Today View until the apps and widgets jiggle.
2. Drag a widget on top of another widget of the same size.
3. Drag other widgets of the same size on top of the stack to add them. You can stack up to 10 widgets.
4. Tap Done in the upper-right corner, or just tap your Home Screen.

### Use a Smart Stack

A Smart Stack is an automatically selected collection of widgets that displays information based on factors like your location, activity, or time.

1. Touch and hold an empty area on your Home Screen, then tap the Add button when it appears in the upper-left corner.
2. Select Smart Stack in the list on the left.
3. Swipe left or right on the Smart Stack to choose a size, then tap Add Widget.
4. Tap Done in the upper-right corner, or just tap your Home Screen.

### New

#### Contacts Widget

See any unread messages or missed FaceTime and phone calls right on your home screen

## Home Screen

After you unlock your iPad, you see the redesigned Home Screen layout with more room for apps and information. You will see Widgets, apps, a dock which includes frequently used apps, recently opened apps, a link to your App library.



### Create folders

1. Touch and hold any app on the Home Screen, then tap Edit Home Screen. The apps begin to jiggle (or continue to hold app till the apps start jiggling.)
2. To create a folder, drag an app onto another app.
3. Add more apps to your folder by dragging other apps into the folder.
4. You can have multiple pages of apps in the folder. To rename the folder, touch and hold the folder, tap Rename, then enter a new name.
5. When you're finished, tap Done or tap the Home Screen background twice.

### Move an app from a folder to the Home Screen

1. Go to the Home Screen page with the folder that contains the app, then tap the folder to open it.
2. Touch and hold the app until the apps begin to jiggle.
3. Drag the app from the folder to the Home Screen.

NOTE: To remove a folder, tap and hold on the folder, select Remove folder. A message appears confirming you want to remove the folder and the Apps will appear in the App Library. Tap Remove "name of folder".

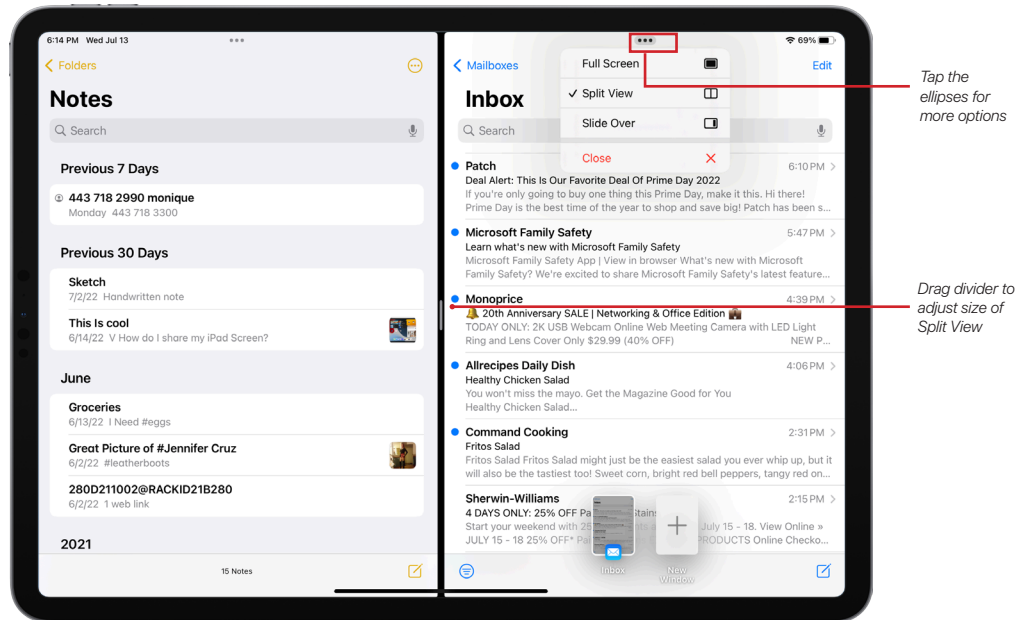
### To Remove an App

Do any of the following:

- Remove an app from the Home Screen: Touch and hold the app on the Home Screen, tap Remove App, then tap Remove from Home Screen to keep it in App Library, or tap Delete App to delete it from iPad.
  - Delete an app from App Library and Home Screen: Touch and hold the app in App Library, tap Delete App, then tap Delete.
- NOTE: If you change your mind, you can get the deleted apps from the App store. Note that all data that was in the apps before deleting will be lost unless the data was stored in the cloud.

## Multitasking - Split View and Slide Over

On iPad, you can work with multiple apps at the same time. Open two different apps, or two windows from the same app, by splitting the screen into resizable views.



### To use Split View and Slide Over

1. Open an app that supports Split Screen like Notes.
2. Tap the Multitasking Controls (•••) at the top of the screen.
3. Choose the middle option.
4. Select another app to open, i.e. Mail.

You are now in Split Screen. Use the divider in between the apps to adjust the size of the open apps. When you open an app, if there is no ellipsis, then the app does not support Split Screen, i.e.: Settings app.

Slide Over can be used while in Split View or on it's own.

1. Tap the Multitasking Controls (•••) at the top of the screen and choose the 3rd option
2. Open a second app
3. To move the smaller window left or right, Globe+option+left or right arrow

Additionally you can have a 3rd app opened in Split View. While in Split View mode drag your finger up from the bottom of the screen to reveal the Dock. Press and hold an app to drag it on top of the two apps already open (drop it on the divider.)

To exit Split Screen you can click the ellipsis on the app you want to continue working in and choose the full screen option or click the divider and drag the divider left or right to enter full screen.

### Replace an app in Split View

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

1. At the top of the app you want to replace, swipe down from the Multitasking Controls (•••).
2. The app you want to replace drops down, and the other app moves to the side to reveal your Home Screen and Dock.
3. Find the replacement app on your Home Screen or in the Dock, then tap it.
4. The two apps appear side by side in Split View.







### Turn Split View into Slide Over

When you have two apps or windows open in Split View, you can turn one of them into a Slide Over window.

Tap the Multitasking Controls (•••) you want to turn into a Slide Over window, then tap Slide Over (☰).



When you tap the Multitasking Controls (•••), you are given options on how to set the view for the app.

	From Split View or Slide Over, select this option to set the app to full view.
	Select this option to set the app for Slide Over on the right-hand of the display.
	Select this option to set the app for Slide Over on the left-hand of the display.
	Select this option to set the app for for Split View.
	When you are in Split View, select this option to set the app in Split View and set it to the right.
	When you are in Split View, select this option to set the app in Split View and set it to the left.

### Drag and drop between apps

Moving files from one place to another has never been easier.

Drag and drop files between apps by starting two apps in Split View, such as Reminders and Notes. From either app, select some text or a graphic. Tap and hold the selected text or graphic. Drag selected content into the other app until you see a + and let go.



Switch between apps in Slide Over

### Open an app in Slide Over

1. While using an app, tap the Multitasking Controls (•••), then tap the Slide Over (☐). The app you're using moves to the side to reveal your Home Screen and Dock.
2. Find and open the app you want to appear behind the Slide Over window. The second app opens, and the first app appears in a Slide Over window in front of it.

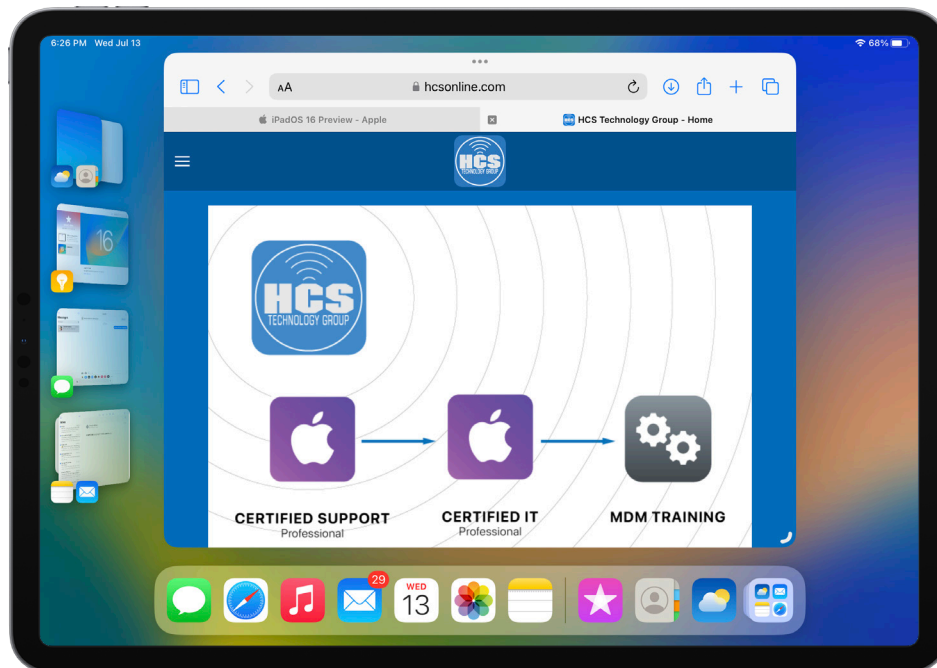
### Switch between apps in Slide Over

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

1. Swipe halfway up the screen from the bottom of the Slide Over window, pause, then lift your finger. All the Slide Over windows appear.
2. Tap the app you want to view, if it's visible. If you don't see it, swipe left and right through the apps.

## Multitasking - Stage Manager

New to iPadOS 16, a new productivity tool for your iPad bringing a new level of multitasking to iPad. You can resize windows to look the way you want and see multiple overlapping windows in a single view.



### Turn on Stage Manager

1. From the top right-hand corner, pull down to access Control Center.
2. Tap Stage Manager.
3. If this is the first time you turn on Stage Manager, a window pops up with a description of Stage Manager.
4. Tap Turn on Stage Manager.



Tap Stage Manager  
in Control Center to  
turn on/off

### Use Stage Manager

- The main app you are working in is centered on the display at a size that is easy to work with, while other recently opened apps are parked to the left.
- When Stage Manager is turned on, look for the curved line (⤵) in the bottom-right corner of an app to resize windows. If you switch to an app and it's full screen, resize with the bottom-right corner.
- You should see your other open apps on the left-hand side. Move your iPad cursor to the far left edge if your other apps are hidden.
- You can drag multiple apps into one Stage Manager space.
- Tap the Multitasking Controls (⋯) in the top-center of an app to open additional apps, close, minimize, and go to Fullscreen.

### External Display Support

With iPadOS 16 you have the option to extend your iPad display to an external monitor instead of just mirroring it.

1. Connect the iPad to an external monitor using an USB-C adapter.
2. Go to Settings > Display and Brightness.
3. Under displays, confirm the built-in and external displays appear.
4. Tap Arrangement to arrange where your external monitor resides on your desk.

### Tips

#### Resizing Window

The pointer changes to resizing arrows (◀▶) when you hover on the edge of windows. This allows you to change the size of the window.

#### Overlapping windows

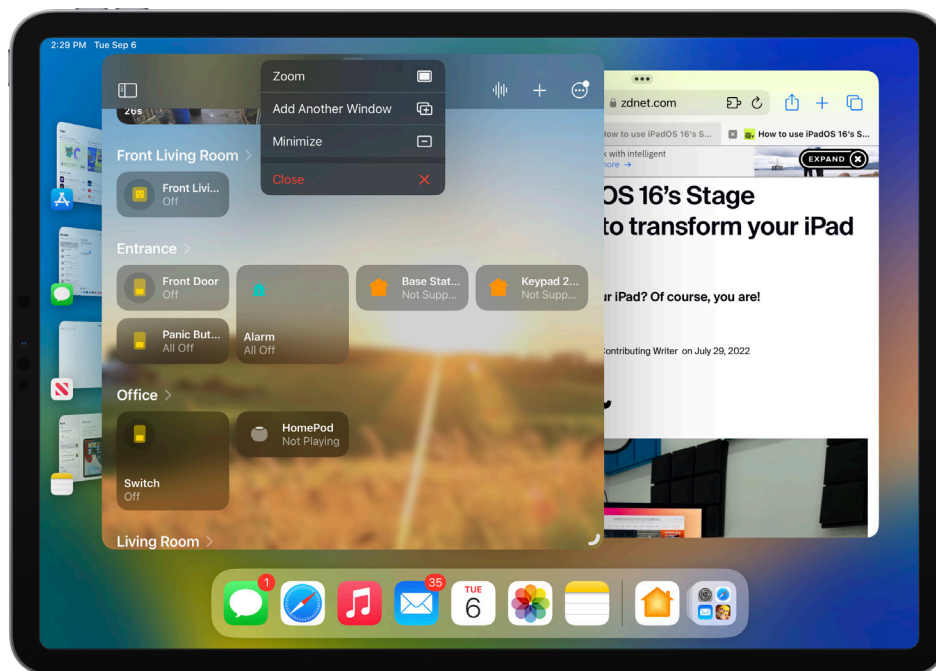
Create overlapping windows of different sizes in a single view, giving you the control and flexibility to arrange your ideal workspace.

#### Group apps together

Drag and drop windows from the side or open apps from the Dock to create app sets that you can always tap to get back to.

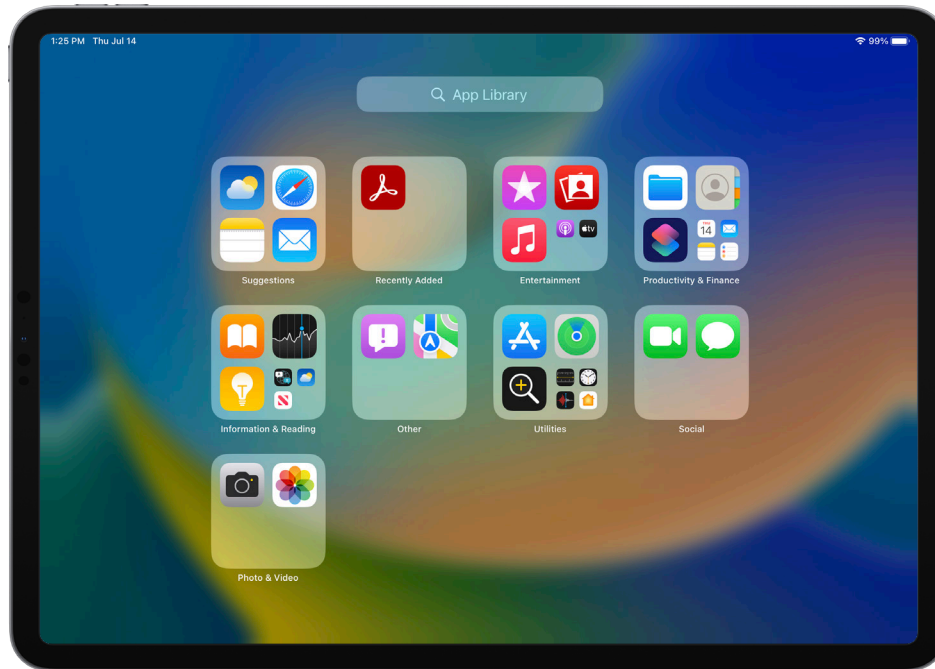
#### Drag and drop between iPad and external display

Drag and drop files and windows from your iPad Pro to your external display, and vice versa.



## App Library and App Switcher

App Library organizes your iPad apps into helpful categories like Productivity and Recently added or an intelligent category like Suggestions. App Library gives you one simple, easy-to-navigate view of all your iPad apps.



### Find and open an app in App Library

1. Tap the App Library button on the right end of your dock found at the bottom of your screen or swipe from right to left past your pages of apps until you reach the App Library.
2. Tap the search field at the top of the App Library screen, then enter the name of the app you're looking for or scroll to browse the alphabetical list.
3. To open an app, tap on the app.

### Move an app from App Library to the Home Screen

You can add an app in App Library to the Home Screen, unless it's already there. If the app is already added to home screen, you will have multiple copies of the app.

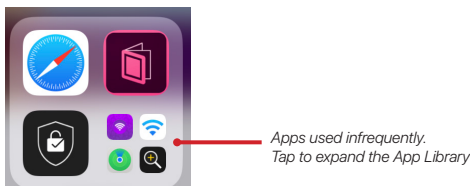
1. Touch and hold the app. Drag the app to the Home Screen.
2. If the app is not already on the Home Screen, you will have the option to tap Add to Home Screen. Else the only option will be to Delete App.
3. The app appears on the Home Screen and in App Library.

### Change where new apps get downloaded

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

1. Go to Settings > Home Screen & Multitasking.
2. Choose whether to add new apps to your Home Screen or to App Library only. All apps added to Home Screen will automatically add to your App Library.

NOTE: If a category in App Library has a few small app icons, you can tap them to expand the category and see all the apps in it. Frequently used apps are larger icons and less frequently used apps appear as smaller icons.



### Hide and Show Home Screen pages

You may find all of your apps in App Library, but you might not need as many Home Screen pages for apps. You can hide some Home Screen pages.

1. Touch and hold the Home Screen until the apps begin to jiggle.
2. Tap  $\dots$  at the bottom of the screen. Thumbnail images of your Home Screen pages appear with checkmarks below them.
3. To hide pages, tap to remove the checkmarks. To show hidden pages, tap to add the checkmarks.
4. Tap Done.

When Home Screen pages are hidden, new apps you download from the App Store may be added to App Library instead of the Home Screen.

### Reorder Home Screen pages

If you have multiple Home Screen pages, you can change their order. For example, you can gather together your favorite apps on one Home Screen page, and then make that your first Home Screen page.

1. Touch and hold the Home Screen background until the apps begin to jiggle.
2. Tap the dots at the bottom of the screen.
3. Thumbnail images of your Home Screen pages appear with checkmarks below them. To move each Home Screen page, touch and hold it, then drag it to a new position.
4. Tap Done.



The App Switcher has been updated to include Slide Over apps and allows you to create Split View spaces by dragging one app over another.

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

- On all iPad models: Swipe up from the bottom of the screen, then pause in the center of the screen.
- On an iPad with a Home button: Double-click the Home button.

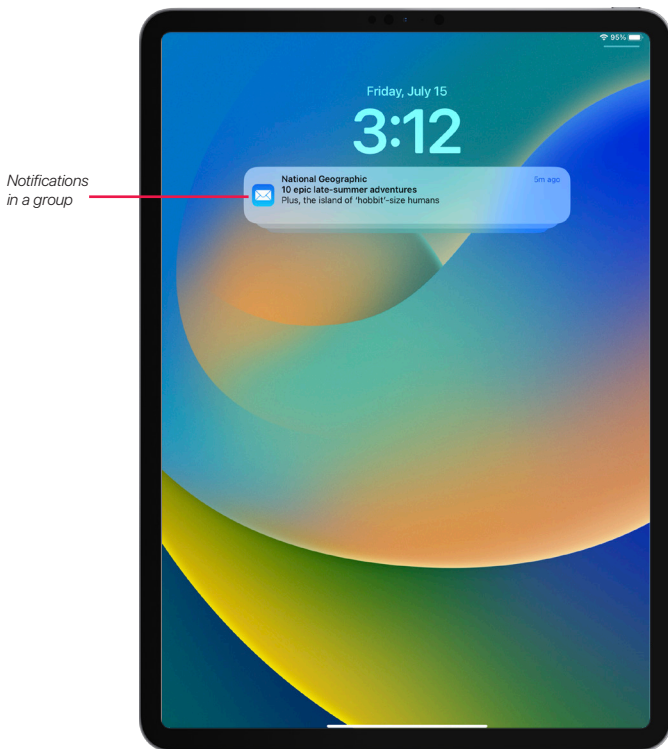
### Switch between open apps

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

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

## Notifications

Notifications help you keep track of what's new. They will let you know if you missed a call, if the date of an event moved, and more. You can customize your notifications, so you see only what's important to you. Unless you set a Focus to concentrate on an activity, or silence notifications with Do Not Disturb, iPad displays notifications as they arrive. If you don't read one right away, it's saved in Notification Center so you can check it later.



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

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

To close Notification Center, swipe up from the bottom with one finger.

When you have multiple notifications in Notification Center or on the Lock Screen, they're grouped by app by default. You can change this in Settings, Notifications, by each app. Notifications from some apps may also be grouped by organizing features within the app, such as by topic or thread. Grouped notifications appear as small stacks, with the most recent notification on top.

Do any of the following:

- To expand a group of notifications to see them individually: Tap the group. To close the group, tap Show Less.
- To view a notification and perform quick actions if the app offers them: Touch and hold the notification.
- To open a notification's app: Tap the notification, then tap Open.
- To respond to a notification when iPad is locked: Touch and hold the notification.
- To close a group of notifications, tap Close (X), then tap Clear.

### Notification Summary

Sometimes you may want to know about Uber discount codes or the batting lineup of your favorite team, but not whenever the apps decide to notify you. You can simply just bundle the low priority notifications and schedule them to show up at a time of your choosing.

To set up notifications Scheduled Summary:

1. Go to Settings > Notifications > Scheduled Summary
2. Toggle on Scheduled Summary.
3. Add the Apps you would like to be part of the Scheduled Summary then set a time to be notified.

You can choose up to 12 summaries per day, and there are other configurable options including one that allows time-sensitive apps to break free from Notification Summary.

### Time Sensitive Notifications

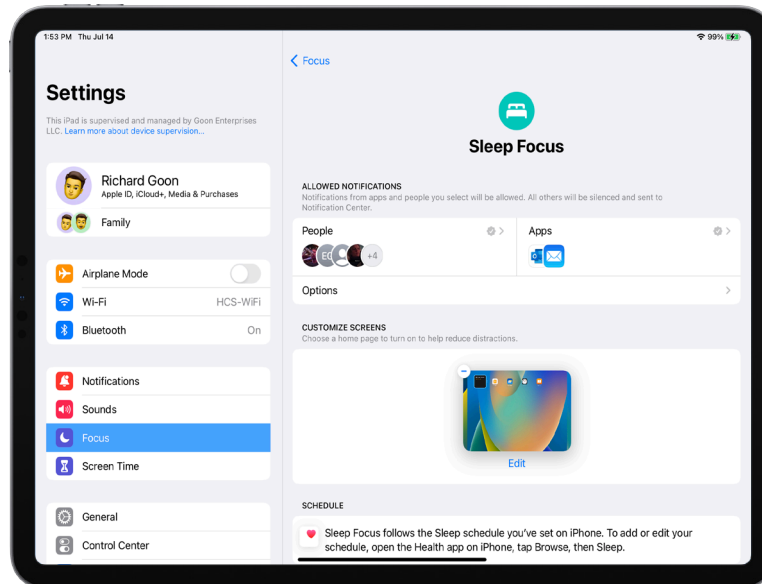
Time Sensitive notifications from apps are always delivered immediately, so you won't miss out on timely alerts like a fraud alert, car waiting outside, or reminder to go pick up your kids.

### Mute Notifications

Mute any app or messaging thread temporarily, for the next hour, or for the day by swiping left on the notification or group of notifications. Tap Options, then tap an option to mute the app's notifications for an hour or a day.

## Focus

Focus lets you stay in the moment when you need to concentrate or step away from your device. You can choose when you want to receive alerts and notifications, while letting other people and apps know when you're busy. Focus comes with preconfigured profiles or you can create your own custom Focus profiles.



### To setup a Focus Profiles

1. Go to Settings > Focus.
2. Tap a provided Focus option, such as Do Not Disturb, Personal Sleep, or create a new profile by tapping the Add (+) in the upper-right corner.
3. Change any of the following:
  - Choose people you want to receive notifications from: Tap People, select contacts, then tap Done.
  - Choose whether you want to receive calls during this Focus: Tap Calls From, then select an option: Everyone, No One, Favorites, or All Contacts. To allow repeated calls (two or more calls from the same person within three minutes), turn on Allow Repeated Calls. Then tap the Back (<) at the top left.
  - Choose apps you want to receive notifications from: Tap Apps or Add App, select apps, then tap Done.
  - Choose whether you want to allow all apps to send you time-sensitive notifications immediately: Turn on Time Sensitive, then tap the Back (<) at the top left.
  - Choose whether you want to allow apps to display that you've silenced notifications: Tap Focus Status, then turn Share Focus Status on or off. When you turn it on, people who message you see that you have notifications silenced, but not which Focus you're using.
  - Choose the Home Screen pages you want to access during this Focus: Tap Home Screen, turn on Custom Pages, select the Home Screen pages you want to use during this Focus, then tap Done.

### Turn on a Focus profile from Control Center

1. Open Control Center on your device.
2. Tap Focus.
3. Select the Focus you want to turn on.

### Tips

#### Focus on Othe Devices

You can use the same Focus settings on all your Apple devices where you're signed in with the same Apple ID. Go to Settings > Focus. Turn on Share Across Devices.

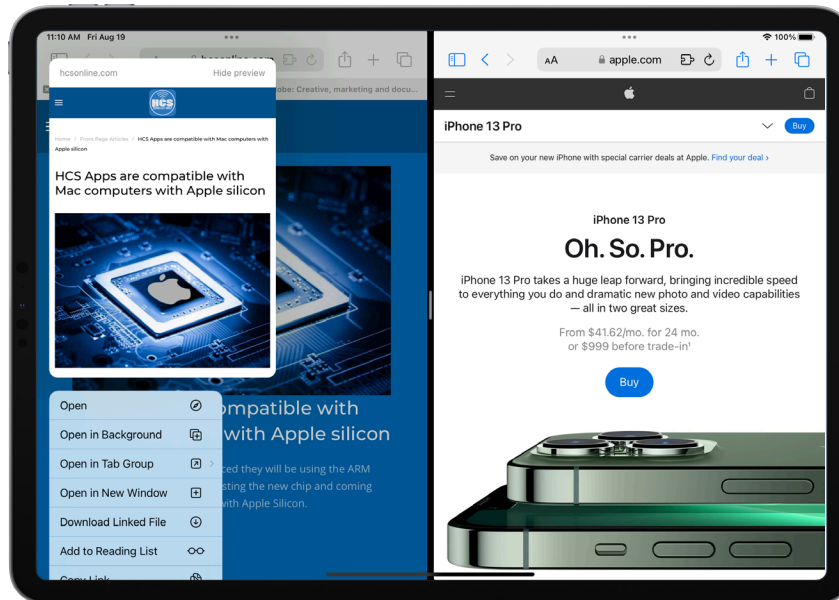
#### Focus filters

Set boundaries within Apple apps like Calendar, Mail, Messages, and Safari to draw boundaries for each Focus you enable. For example, choose a set of Tab Groups to show up in Safari while in the Work Focus, or hide your work calendar when you're using the Personal Focus.



## Safari

Browse the web, view websites, preview website links, and translate webpages with Safari. 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. Settings for specific websites will sync across devices with Website settings sync.



### View two pages side-by-side by using Split View

- Open a new window in Split View: In Safari, open a new blank page. Touch and hold Tabs (☰), then tap New Window in Split View.
- Opening a link in Split View: After you setup Safari with Split View, go to a link you want to open in Split View. Touch and hold the link, then tap Open in Split View.
- Move a window to the other side of Split View by touching and holding the Safari Multitasking Controls button at the top of the window, then drag left or right.
- Close tabs in a Split View window: Touch and hold Tabs (☰).
- Leave Split View: Drag the divider over the window you want to close.

### Download Manager

Tap on Download Manager (📄) 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.

### View links shared with you on iPad

When a friend shares links with you in a Messages conversation, you can easily find them in Shared with You in Safari. For this to happen, Automatic Sharing must be turned on, Safari must be turned on under Settings > Messages > Shared with You and your friend must be in your Contacts. To view links shared with you in Messages:

1. Tap Show Sidebar (☰)
2. Tap Shared with You

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.

### Reading List

#### Add the current page to your Reading List

Tap Share (📄), then tap Add to Reading List. To add a linked page without opening it, touch and hold the link, then tap Add to Reading List.

#### View your Reading List

Tap Show Sidebar (☰), then tap Reading List.

#### Delete an item from Reading List

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



## Tabs

### Tab Groups

Tab Groups allow you to collect several tabs into a set. For example, if you are searching to get a new car, you can create a group called “New Cars” that may contain: dealers, pricing or reviews. Tab Groups are not limited to a device, you can share them across devices that are running macOS 12 Monterey, iOS 16 or iPadOS 16.

To create a group:

1. Touch and hold the tab you want to move.
2. Tap Move to Tab Group
3. Select one of the Tab Groups you created previously or tap New Tab Group.

### Reopen a recently closed tab

Touch and hold New Tab (+), then choose from the list of recently closed tabs.

### Shared Tab Groups (New in iPadOS 16)

Share a set of tabs with others. Everyone can add their own tabs and see the Tab Group update instantly as you work together. When in Tab Group Overview, tap Share (🔗) in the upper-right corner. Select a recipient in Messages and send it out.

### Tab Group start pages

You can have a dedicated start page for your Tab Groups that can be customized with a background image and favorites.

### Pin Tab Groups

You can customize your Tab Groups with pinned tabs for each group.

## Bookmark your favorite pages

### Bookmark the current page

1. Tap Share (🔗) 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.

### Organize your Bookmarks

1. Tap Show Sidebar (≡), 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.

## Privacy

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.

### Private Browsing Mode

This will open private tabs that don't appear in History on the iPad or in the list of tabs on your other devices.

1. Tap Show Sidebar (≡), then tap Private.
2. Safari background will appear gray.
3. Start Browsing websites privately.

### Turn off Private Browsing

1. Tap Tabs (📄).
2. Tap Private ∨ to show the Tabs Groups list.
3. Tap Tabs at the top of the Tabs Groups list.

### New privacy protections

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.

To view the Privacy Report, tap Page Settings (AA) on the right side of the search field, then tap Privacy Report (🔒)

## Extensions

### Extensions syncing

See available extensions from your other devices listed in Safari Settings. Once installed, an extension will sync so you only have to turn it on once.

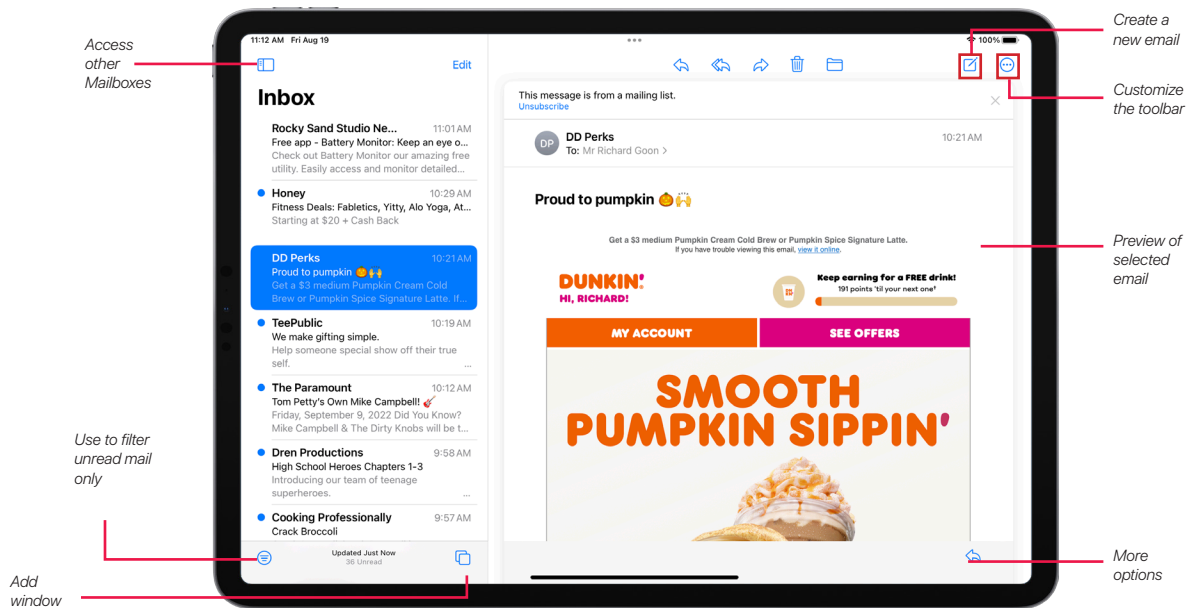
### Manage Extensions

In the address field, Touch and hold Extensions (🔗), tap Manage Extensions. Turn On/Off Extensions.



## Mail

Use Mail to send and receive emails, add contacts, preview contacts of an email without opening it. When you sign into your iPad with your Apple ID, your iCloud email is automatically added (iCloud email should be for personal use only.) Mail Privacy Protection and Hide My Email are part of iCloud +, a paid subscription service.



### Reading and managing emails

- From the preview pane or from the mail list, swipe slowly to the left to view your options. You can select Trash, Flag, or More. (Tap ⌵ on the bottom right-hand side will also give you More options.)
- Swiping to the right you can toggle between Read and Unread status for the email.
- To delete an email you can swipe slowly to the left and choose Trash or swipe quickly and the email will move itself to Trash.

### Extended Reply menu

The Reply menu has expanded from the traditional reply, reply all, forward, Trash, and Print to also include Remind Me, Notify Me, mark as unread, move to junk, move to different mailbox, flag options, Mute Thread and Block Sender.

### Format bar

A convenient new format bar appears above the keyboard when you type text, providing comprehensive formatting and attachment options including the ability to scan, insert a photo or video, add attachments, and insert drawings.

### Updated address autocomplete

When you add a recipient to an email, Mail lists email address choices under each sender.

### Multitasking

Drag a window to compose an email next to your primary inbox, so you can view or copy from one message and paste it into another, all without obscuring either message. See Multitasking with Split View and Slide Over for more information.

### Include Attachments with Replies

In Settings > Mail > Composing, choose between Never, When adding recipients, Ask, Always.

### Mail Privacy Protection

Apple has enhanced your privacy protection with a feature called Mail Privacy Protection. This feature works by preventing email senders from learning information about your Mail activity. By turning on Mail Privacy Protection, you are hiding your IP address preventing email senders from linking your mail to your other online activity and prevents determining your location from your email. An additional benefit is senders are prevented from seeing if you've opened their email.


**Hide My Email (Skip this if you do not have iCloud +)**

Hide My Email allows you to create unique, random email addresses that forward to your personal inbox so you can send and receive email without having to share your real email address. To set this up:

1. Go to Settings.
2. Tap your name.
3. Tap iCloud.
4. Tap Hide My Email.
5. Tap Create New Address.

This will create a new random email address that will be used when you send email from your actual address. This is useful so your email cannot be tracked or sold to 3rd parties.

**Retrieve deleted emails**

1. Tap Mailboxes or .
2. Select Trash and locate the email to retrieve.
3. Choose More.
4. Select Move Message.
5. Navigate and select where you want to move the Message to.

**Add email accounts**

Other email accounts may include: Microsoft Exchange, Google, Yahoo!, AOL, Outlook.com or other email hosts.

1. Go to Settings > Mail.
2. Tap Accounts.
3. Tap Add Account.
4. Choose an email provider or other. Depending what you have selected, follow the prompts.
5. Enter your information.
6. Choose what you want to display, i.e. Mail, Contacts, Calendar, Notes.
7. Tap Save.

If you have two factor authentication set up, you will be prompted to enter the code sent to your trusted device or app.



**New in iPadOS 16****Schedule Send**

After you draft a complete email, tap and hold Send (). Select Send Later, set time and date for email to be sent out.

**Undo send**

Tap "Undo send" at the bottom of the screen to easily unsend an email message that you just sent before it reaches the recipient's inbox. Undo send is available for 10 seconds after sending.

**Remind me**


On the bottom-right, tap Reply () , select Remind Me (). Select a date and time to have messages resurface in your inbox. When the reminder time comes around, the Mail app will move the email to the top of your inbox with a "Remind Me" label so that you can respond.

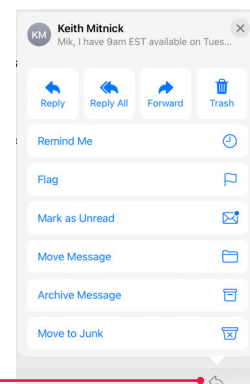
**Tips****Search**

As you begin entering in the search field, suggestions starts to show. It will improve your results by correcting typos and using synonyms for your search terms. Tap on one of the suggestions and the results will break down to: From, To, Message.

**When to use Remind Me and Notify Me**

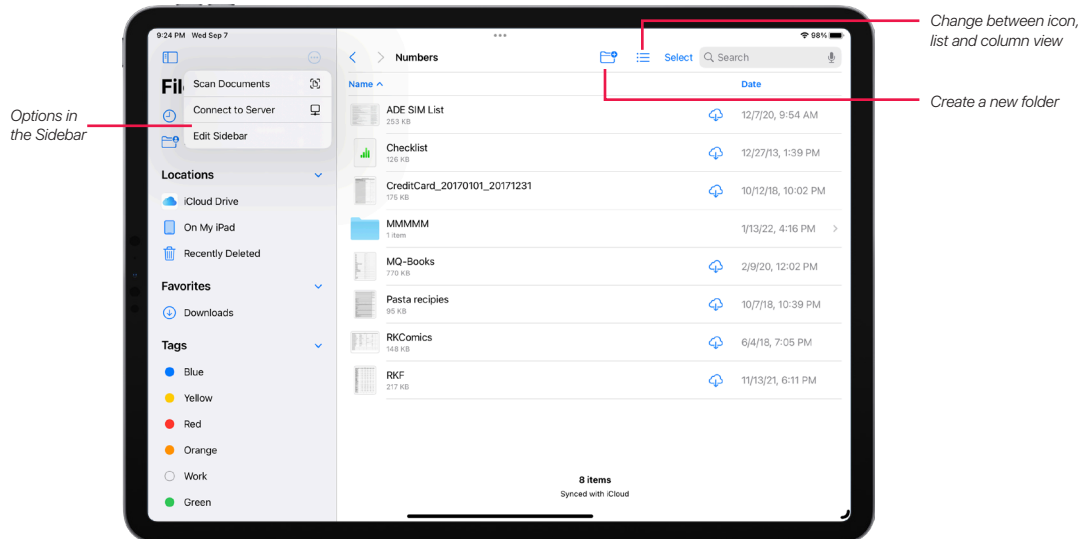
Use Remind Me when you want to respond to an open email at a later time. Your choices are One Hour, Tonight, Tomorrow or a customized time. Use Notify Me on a thread of emails. When someone replies to a thread, you will get a notification that some one replied to the thread.

Tap Reply ()  
for more options  
to select from



## Files App

You can find the Files app by swiping down on the Home Screen and start typing the word Files. When Files opens for the first time you will see the side bar on the left and any files you have in the main screen.



### Sidebar

The Sidebar provides location and organization of your files. Tap , at the top of the sidebar to access the following options:

- Scan Documents.
- Connect to a file server.
- Edit the sidebar. You can do the following:
  - turn locations on or off.
  - reorder the locations.
  - delete tags.

Tap  to hide the sidebar and work in full screen


### Search


You can search for files quickly by selecting a location and typing in the search bar. You can also use Dictation to search by tapping the microphone at the bottom and enabling Dictation.

### Folder and files options

Long pressing on files or folders will give you more options for editing or sharing. If you have a keyboard, you can control-click or if you have a trackpad you can click with 2 fingers to show these options as well.

### Working with files

When you have a file open, the sidebar changes its view to allow you to work on the file. Tap  to select other files in the folder.

When you have a file selected, options () appear on the file. You can do the following:

- Rotate.
- Insert blank page.
- Insert a page from another file.
- Scan documents into the current file.
- Delete the current page.

You have additional options on the top-right:

- Open the file in another App.
- Search within the document.
- Markup.
- Sharing options.

### Sortable Columns and Folder Size

Sorting file types are located right on the column headers, making it easier to find what you're looking for. You also have the option to sort and view the folder and files by size.

## Live Text\*

Live Text is Apple's OCR technology built into iPadOS 16. 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. Live Text can be used with Safari, Camera, Quick Look and more.

To use Live Text, do any of the following:

- Copy text: In a photo, 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 the Detect Text (🔍), then tap the website, phone number, or email address.

### Scan to text by using your camera

With Live Text, you are able to pull any text from pictures you have taken or saved in Photos. Once scanned and copied, you can paste the text to any text field. Live Text works with typed and handwritten text, understanding English, Chinese (Traditional and Simplified), Portuguese, French, Italian, German, and Spanish. Any iPad or iPhone released in 2018 or later support the use of Live Text.

### Live Text in Video

When You pause a video, Live Text can read text from a video frame so you can lookup or translate the text.

### Quick Actions

Data detected in photos and videos are actionable with a single tap. Track flights or shipments, translate foreign languages, convert currencies, and more.

*After Live Text scans a phone number, it will present options for you to perform*



Available on supported iPad models: iPad mini (5th generation and later) iPad (9th generation and later) iPad Air (3rd generation and later) iPad Pro 11-inch (all generations) iPad Pro 12.9-inch (3rd generation and later)



## Notes

Use Notes to jot down quick thoughts or organize detailed information with checklists, images, web links, scanned documents, handwritten notes, and sketches.



### Create a Note

1. Tap New Note (✍️), then enter your text. The first line of the note becomes the note's title.
2. To change the formatting, tap the Format (Ⓐ). You can apply a heading style, bold or italic font, a bulleted or numbered list, and more.
3. Tap Done. Notes save automatically when you leave the note.

To choose a default style for the first line in all new notes, go to Settings > Notes > New Notes Start With. You can quickly create a note or resume work on your last note by tapping the Lock Screen with Apple Pencil (on supported models). On other iPad models, you can do this if you add Notes to Control Center.

### Add a Checklist

In a note, tap Checklist (☑️), then do any of the following:

- Add items to the list: Enter text, then tap return to enter the next item.
- Increase or decrease the indentation: Swipe right or left on the item.
- Mark an item as completed: Tap the empty circle next to the item to add a checkmark.
- Reorder an item: Touch and hold the empty circle or checkmark next to the item, then drag the item to a new position in the list.
- Manage items in the list: Tap the list to see the menu, tap the Show More Items button, tap Checklist, then tap Check All, Uncheck All, Delete Checked, or Move Checked to Bottom.

### Tip

In your notes, an underline appears below text that's recognized as a street or email address, phone number, date, or other data. Tap and hold the underlined text to open a menu of options. For example, you can see a street address in Maps, compose an email, call a phone number, or add a calendar event.

### Enter text in any text field with Apple Pencil

1. In Notes, tap Markup Switch (Ⓐ) off to show the Markup toolbar.
2. In the Markup toolbar, tap the Handwriting tool ( ) to the left of the pen.
3. Write with Apple Pencil, and Scribble automatically converts your handwriting into typed text.

**Scan text into a note**

1. In a note, tap Camera (📷), then tap Scan Text.
2. Position iPad so that the text appears within the camera frame.
3. After the yellow frame appears around detected text, tap Live Text (📄).
4. Drag or use grab points to select text, then tap Insert.

**Scan a document**

1. In a note, tap Camera (📷), then choose Scan Documents (📄).
2. Position iPad so that the document page appears on the screen. iPad will automatically capture the page. To manually capture the page, tap Take Picture (📷) or press a volume button.

**Quick Note**

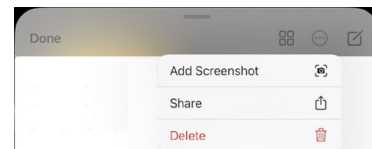
Apple is making it easier to take notes with Quick Note. A user can simply call up the ability to jot something down on a dedicated pop-up window. While a user is browsing the web in Safari, they can call up Quick Note and write something down. The note will automatically be saved to the Notes app. To view all your Quick Notes in the Notes app, tap Quick Notes in the folders list. Quick note will not work if Stage Manager is turned on.

To access Quick Note:

1. From the bottom-right corner, touch and drag up until a pop-up appears.
2. Type or write down something.
3. Tap Done to save into your Notes.

NOTE: You can't lock a Quick Note unless you move it to a different folder.

- ☰ Open Notes
- 😊 Quick Note options includes Add screenshot, Share and Delete
- 📄 New Quick Note



Quick Note menu

**Mentions**

Mentions make collaboration in shared notes or folders more social, direct, and contextual. Type or handwrite an @ sign and the name of a collaborator anywhere in your note to notify them of important updates and link them back to the note.

**New Features in iPadOS 16 for Notes**

**Enhanced Smart Folders**

You can automatically organize notes in a Smart Folder based on new filters: Date Created, Date Modified, Shared, Mentions, Checklists, Attachments, Folder, Quick Notes, Pinned Notes, and Locked notes.

**Add a Screenshot to Quick Note**

You can add a screenshot to your Quick Note by tapping Options (😊) and select Add Screenshot.

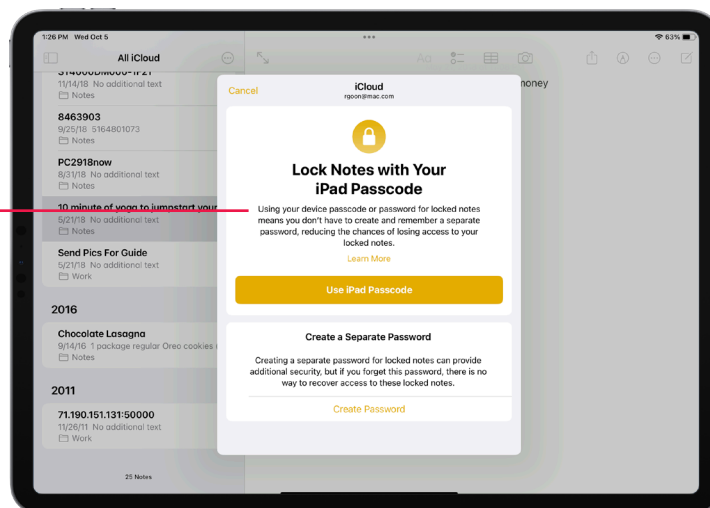
**Text Boxes, Shapes and Arrows**

You can add text in an editable within the drawing area of the Note. You can also add shapes such as boxes and arrows into the drawing area using your finger or Apple Pencil.

**Lock Note with your iPad passcode**

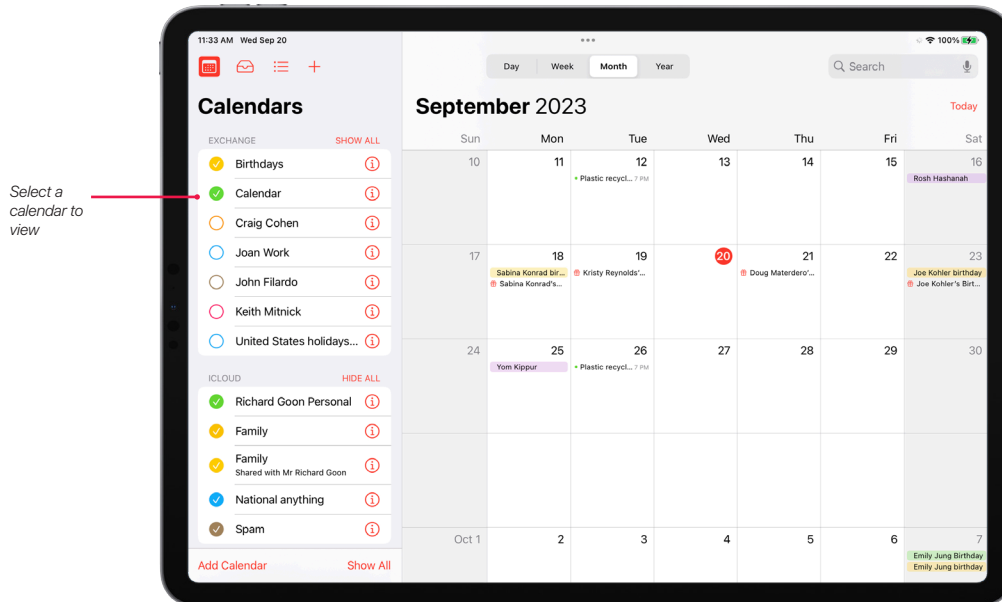
1. In Notes, touch and hold on a note to bring up the menu.
2. Select Lock Note.
3. Tap Use iPad Passcode.
4. Enter your iPad passcode.

Lock a note with your iPad passcode or a separate passcode.



## Calendar

Use Calendar to create and edit events, appointments and meetings.



### Add an event

1. In day view, tap Add (+) at the top of the screen.
2. Enter the title of the event.
3. Tap Location or Video Call, then enter a physical location or tap FaceTime to enter a video link for a remote event. You can also copy a FaceTime link you created or received and paste it in the Location field.
4. Enter the start and end times for the event, the travel time, invitees, attachments, and so on. (Swipe up, if necessary, to enter all the meeting information.)
5. Tap Add.

### Add an alert

1. Tap the event, then tap Edit near the top of the screen.
2. In the event details, tap Alert.
3. Choose when you want to be reminded. If you add the address of the event's location, Calendar uses Apple Maps to look up locations, traffic conditions, and transit options to tell you when it's time to leave.

### Add an attachment

1. Tap the event, then tap Edit near the top right.
2. In the event details, tap Add attachment. The Files app opens, displaying your recently opened files.
3. Locate the file you want to attach. To find the file, you can enter its name in the search field, scroll, tap folders to open them, tap Browse to look in other locations (such as iCloud Drive), and so on.
4. Tap Done.

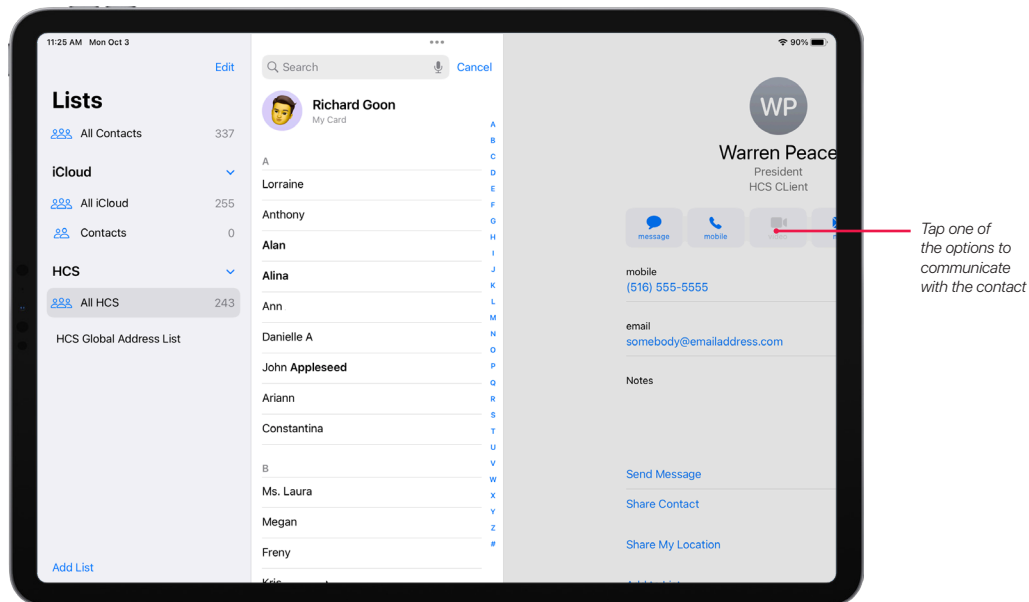
### Availability view in Calendar

When you create meetings in Calendar, a visually rich and easy-to-use design shows mutual availability of invited participants.



## Contacts

Use Contacts to view and edit your contacts lists from personal, business, and other accounts. You can also create contacts and set up a contact card with your own information.



### Create a Contact

1. In the side bar, top right-hand, tap Add (+).
2. Enter the contact information.
3. Tap Done.

### Search

Tap the search field at the top of the contacts list, then enter a name, address, phone number, or other contact information.

### Share a contact

Tap a contact, tap Share Contact, then choose a method for sending the contact information. Sharing the contact sends all of the info from the contact's card.

### Lists in Contacts

You can create, edit, remove lists all on iPad in Contacts. Sort your contacts into different lists so you can easily find them later. You can use these lists to send emails and texts to these contacts all at once. These lists will sync across devices.

### Delete a Contact

Touch and hold on a contact to bring up a menu. Select delete Contact.

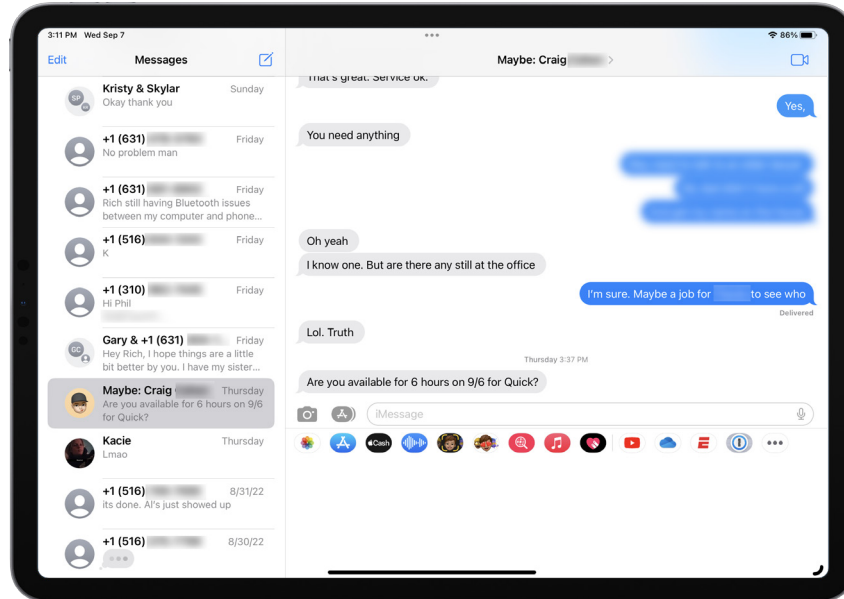
### New to iPadOS 16

#### Get Rid of Duplicate Contacts

When you open the Contacts app and select All Contacts under Lists, you will be shown how many duplicates you have. You can view and resolve your duplicates here.

## Messages

You can send text messages as SMS/MMS through either cellular service or iMessage over Wi-Fi/ cellular service to people using iPhone, iPads, iPod Touch or a Mac. iMessage texts can include photos, videos, and other info. For security, messages sent using iMessage are encrypted before they're sent. iMessage texts appear in blue, and SMS/MMS texts appear in green.








### Devices signed in with the same Apple ID




If you sign in to iMessage with the same Apple ID on all your devices, all the messages that you send and receive on iPad also appear on your other Apple devices. Send a message from whichever device is closest to you, or use Handoff to start a conversation on one device and continue it on another.

### Send Media

#### Photo or Video

- While writing a Message, you can do the following:
  - Tap , frame the shot in the viewfinder and tap . For video, choose Video mode and tap .
  - Tap Photos () choose from recent shots or browse through photos. select the photo(s).
- Tap  to send the message.

#### Audio

- In a conversation, touch and hold  to record an audio message.
- Tap  to listen to your message before you send it.
- Tap the  to send the message.

### After the message has been sent


#### 15 Minute Rule

Touch and hold on the message and select Edit. You can edit a message for up to 15 minutes after sending it. Recipients will be able to see a record of edits made to the message. Users can make up to 5 edits to a given message.

#### Undo Send

Touch and hold on the message and select Undo Send. You can unsend any message for up to 2 minutes after sending it.

#### Mark as unread

Mark a message as unread when you have no time to respond but want to remember to reply later. Touch and hold on the message and in the menu, select Mark as Unread ().

## Collaboration

### Invitations

Send an invitation to collaborate on a project in Messages, and everyone on the thread will automatically be added to the document, spreadsheet, or project. Compatible with Files, Keynote, Numbers, Pages, Notes, Reminders, and Safari, as well as third-party apps.

### Updates

When someone makes an edit, you'll see activity updates at the top of the Messages thread. Tap the updates to get back to the shared project.

## Delete Messages

### Delete a Message

1. Touch and hold a message bubble, then tap More (☹).
2. Select the message bubbles you want to delete, then tap Delete (🗑).

### Delete a Conversation

1. In the Messages list, swipe left on the conversation.
2. Tap Delete.

### Recover recently deleted messages

You can recover recently deleted messages for up to 30 days after deleting them.

1. In the Messages list, tap Edit.
2. Tap Delete.

## Block and filter messages

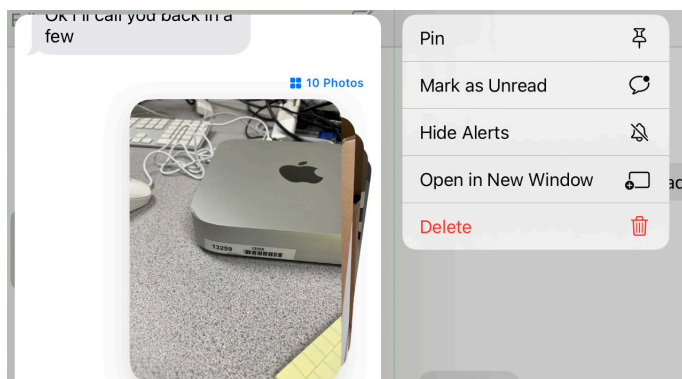
### Block messages

1. In a Messages conversation, tap the name or number at the top of the conversation.
2. Scroll down, then tap Block this Caller.

### Filter messages

Filtering messages from unknown senders turns off iMessage notifications from senders who aren't in your contacts and sorts the messages into the Unknown Senders tab in the Messages list. You can't open any links in a message from an unknown sender until you add the sender to your contacts or reply to the message.

1. Go to Settings > Messages.
2. Turn on Filter Unknown Senders.



### When you touch and hold on a conversation

#### Pin

Pins the conversation to the top of the message list.

#### Mark as Unread

Marks the conversation as unread.

#### Hide Alerts

Hide alerts from the person

#### Open in New Window

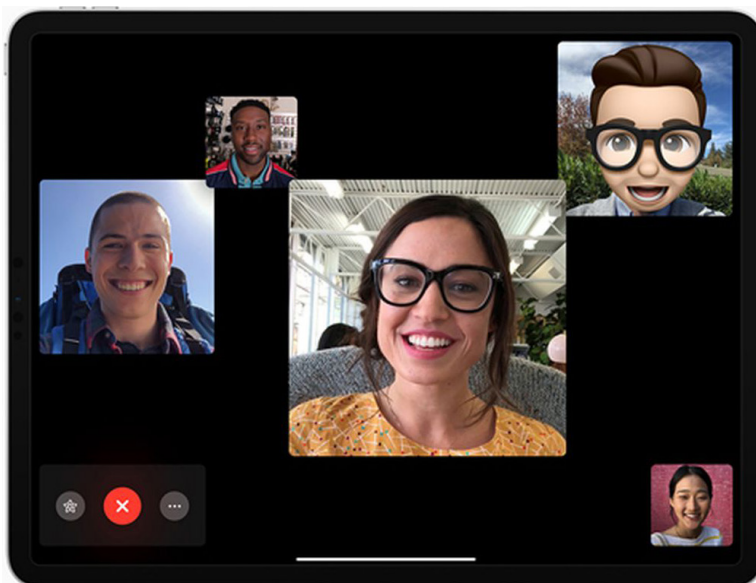
Opens the conversation in a new window.

#### Delete

Delete the conversation

## FaceTime

With an internet connection and an Apple ID, you can make and receive calls in the FaceTime app. Open the FaceTime app and sign in with your Apple ID. You can also do this from Settings > FaceTime.



### Make a FaceTime call

To make a FaceTime call, you need the person's phone number or registered email address. There are a few ways to make a FaceTime call:

- In the FaceTime app, tap New FaceTime and type the person's phone number or email address. Tap the number or address, then tap the Audio button (📞) or (📞) FaceTime.
- If you have the person's phone number or email address saved in your Contacts, you can start typing their name and tap the name when it appears. Then tap the Audio button (📞) or (📞) FaceTime.

### Create a link to a FaceTime call

Invite your friends into a FaceTime call using a web link you can share anywhere. This allows anyone to join you in a FaceTime call, even friends who don't have an Apple device. They can join you for one-on-one and Group FaceTime calls right from their browser instantly with no login necessary.

1. Open the FaceTime app and tap Create Link.
2. Tap Add Name, type a name for the meeting, then tap OK. This lets others know which call they're joining.
3. Select the person you want to send the link to, or send the link from Messages, Mail, or any other supported apps in the Share menu.

### Spatial Audio in FaceTime

On supported models, Spatial Audio in FaceTime makes it sound like your friends and family are in the room with you. Their voices are spread out and sound like they're coming from the direction in which each person is positioned on the screen, helping conversations flow more naturally.

### Blur the background with Portrait mode

You can turn on Portrait mode to automatically blur the background and put the visual focus on you, the same way Portrait mode does in the Camera app.

1. When you're on a FaceTime call, tap your picture-in-picture tile.
2. Tap Portrait mode (📷) in the top left of your personal video tile.
3. To turn Portrait mode off, tap Portrait mode (📷) again.

## SharePlay

With SharePlay in FaceTime, you can stream music, movies, and TV shows into your FaceTime calls. Enjoy a real-time connection with others on the call—with synced playback and shared controls, you see and hear the same moments at the same time. With smart volume, media audio is adjusted dynamically, so you can continue to chat while watching or listening. To start SharePlay, do the following:

1. Start a FaceTime call.
2. Go to the Home Screen, then open an app that supports SharePlay (for example, the Apple TV or Music app.)
3. Select a song, show or movie you want to watch or listen, tap the Play button, then select Play for Everyone (if it appears) to begin SharePlay. (Others on the call may have to tap Join SharePlay to see the video.)

### Invite friends to SharePlay on FaceTime from a supported App

1. In the Apple TV app (or other supported video app), find a show or movie you want to share, then tap the item to see its details.
2. Tap the Share button, then tap SharePlay.
3. In the To field, enter the contacts you want to share with, then tap FaceTime.
4. When the FaceTime call connects, tap Start or Play to begin using SharePlay. To begin viewing, recipients tap Open.

### Grid View

Grid View lets you see people in your Group FaceTime calls in the same size tiles, and highlights the current speaker so it's easy to know who's talking. You'll see up to 20 faces in the grid at a time.

### How do I share my iPad Screen?

1. Start a FaceTime call.
2. Tap the Share Content button (📺).
3. Tap Share My Screen (🖥️).

### Add Another Person to a Call

1. During a FaceTime call, tap the screen to show the FaceTime controls, tap More Info (ⓘ), then tap Add People.
2. Type the name, Apple ID, or phone number of the person you want to add in the entry field at the top or tap Add (⊕) Contact button to add someone from Contacts.
3. Tap Add People.

### Group FaceTime

You can have up to 32 participants in a Group FaceTime call:

1. Tap New FaceTime.
2. Type the names or numbers of the people you want to call in the entry field at the top. You can also tap ⊕ to open Contacts and add people from there or tap suggested contacts in your call history.
3. Tap FaceTime (📺) to make a video call or tap Call (📞) to make a FaceTime audio call.

### Live Photo

Make sure FaceTime Live Photos is turned on in Settings > Facetime. While on a video call with one person, tap ⓘ. When on a Group FaceTime call, Tap the tile of the person, tap ⓘ then tap ⓘ.

## New in iPadOS 16

### Handoff in FaceTime

Move FaceTime calls seamlessly from your iPad to your iPhone or Mac, and vice versa. When you hand off a call, your connected Bluetooth headset transitions to the new device simultaneously.

### SharePlay app discovery

See which of your installed apps support SharePlay and open them from the FaceTime controls, or browse new experiences you can share with friends from the App Store.

### Live Captions (beta)

If you're having difficulty hearing the conversation, Live Captions can make it easier to follow along. During a FaceTime video call, tap the screen to show the FaceTime controls. Tap Info (ⓘ) at the top of the controls, turn on Live Captions, then tap Done.

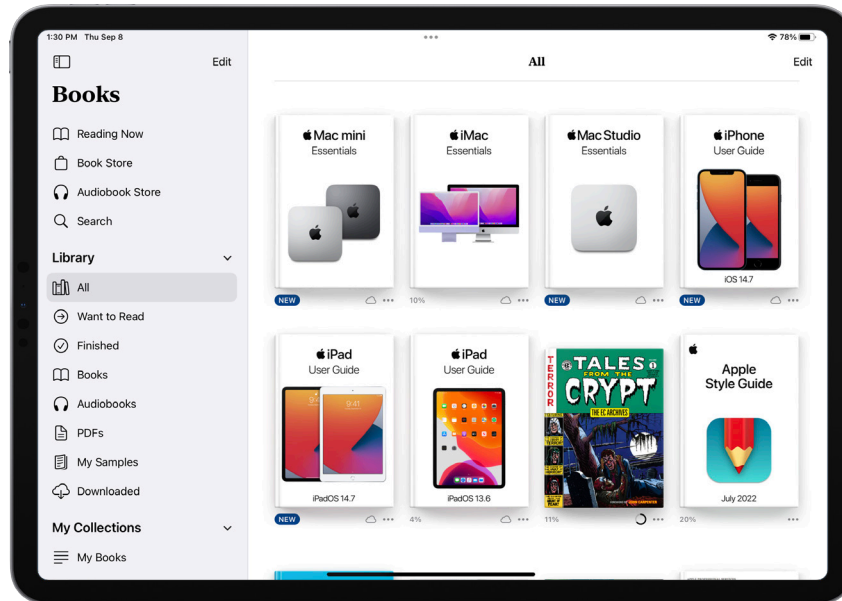
### Collaboration

When you're collaborating in Files, Keynote, Numbers, Pages, Notes, Reminders, Safari, and supported third-party apps, you can start a FaceTime call with your collaborators with a tap.



## Books

On iPad, Books lets you lose yourself in the best books and audiobooks. You'll find bestsellers, classics, up-and-coming authors and more – all ready to instantly download and enjoy. After you select a book or audiobook, you can read or listen to it right in the app. You can even add your own PDFs to it.



### Reading Now

Tap here to review the books you are currently reading or listening to. Scroll down to see what you have added to your Want to Read list. You can also set daily goals and keep track of Books you finish through the year.

### Library

Tap here to see all the books, audiobooks and PDFs you got from the book store or manually added to your library.

### Read a book


Tap Reading Now or Library, then tap a cover to open a book. Use gestures and controls to navigate:

- Turn the page: Tap the right side of the page or swipe right to left.
- Go back to the previous page: Tap the left side of the page or swipe left to right.
- Go to a specific page: Tap the page and move the slider at the bottom of the screen left or right. You can also tap Search (Q) and enter a page number, then tap the page number in the search results.
- Close a book: Tap the center of the page to show the controls, then tap Back (<).

### Appearance

You can change the appearance of text and display. Tap Appearance (AA) and make your adjustments.


### Bookmark a Page

When You close a book, your place is saved automatically but what if you want to return to the page at a later date. Tap  to bookmark the page.

### Annotate Books

You can highlight, underline, and take notes as you read books. Touch and hold a word, then move the grab points to adjust the selection. Tap Highlight. To change the highlight color or switch to underline, tap the text, tap Highlight, then tap an option. To remove a highlight or underline, tap the text, then tap Remove.

### Bookmark a Page

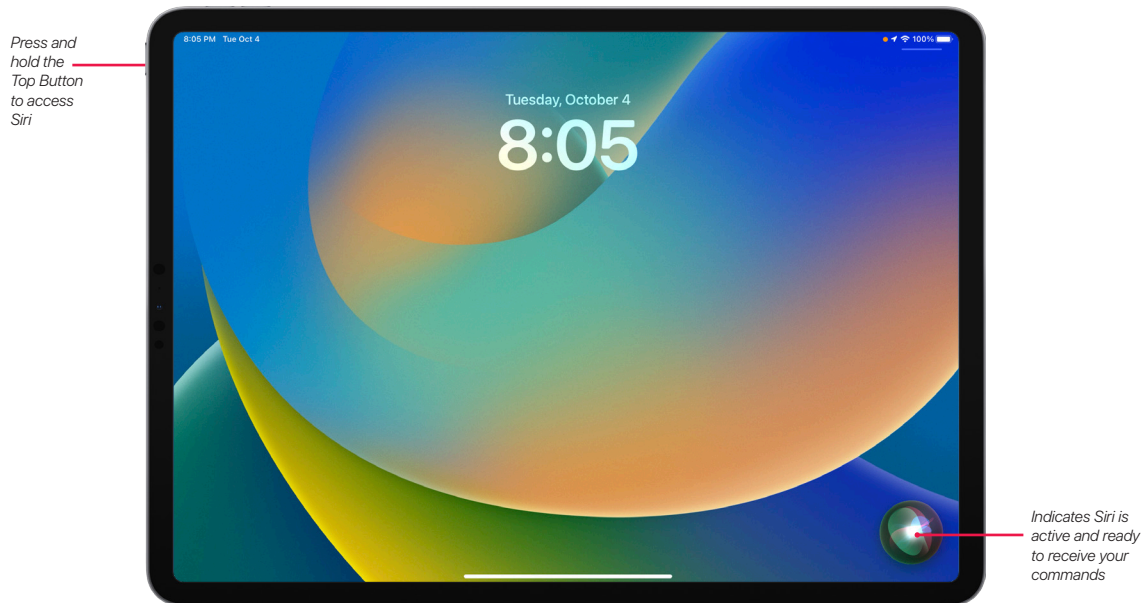
When You close a book, your place is saved automatically but what if You want to return to the page at a later date. Tap  to bookmark the page.

### Same Apple ID

To keep your book's information updated across your iPhone or iPod touch, or Mac, sign in with the same Apple ID on each device. If you want Reading Now to sync, Go to Settings > Books and turn on Reading Now.

## Siri

Communicating with Siri is a quick way to get things done. Ask Siri to translate a phrase, set an alarm, find a location, report on the weather, and more. To access Siri, you can press and hold the Top Button, press and hold the Home Button or simply just say "Hey Siri."



### Use Siri...

#### To Answer Questions

You can use Siri to look up things, answer math questions or even translate into another language. You can say:

- "Hey Siri, How do you say 'thank you' in Russian?"
- "Hey Siri, what's the score of the Chicago Bulls game?"

#### With Apps

You can use Siri in conjunction with apps. You can say:

- "Hey Siri, add eggs and milk to my grocery list" to add items to Reminders.
- "Hey Siri, set up an appointment with Doctor Goodman?" to create an event in Calendar.

#### To Announce Calls

With Announce Calls, Siri identifies incoming FaceTime calls, which you can accept or decline using your voice.

1. Go to Settings > Siri & Search > Announce Calls, then choose an option.
2. When a call comes in, Siri identifies the caller, and asks if you want to answer the call. Say "yes" to accept the call or "no" to decline it.

#### To Announce Notifications

Siri can automatically announce incoming notifications from apps like Messages and Reminders.

1. Go to Settings > Siri & Search > Announce Notifications, then turn on Announce Notifications.
2. Tap an app you want Siri to announce notifications from, then turn on Announce Notifications. For some apps, you can also choose whether to announce all notifications or only time-sensitive notifications.

#### To Tell you it's Capabilities

Ask "Hey Siri, what can I do here?" You can also inquire about a specific app by saying, for example, "Hey Siri, what can I do with iRobot?"

#### To Restart your iPad

After accessing Siri, you can command Siri to restart your iPad. Siri will ask for confirmation, tap Confirm.


## Universal Control

Use a single keyboard, mouse, or trackpad to work between your devices. When you move from your Mac to your iPad, the cursor for your mouse or trackpad transforms from an arrow to a round dot, automatically changing shape to the one that is best suited for the device. Simply use your mouse or trackpad to push the cursor from one device toward the other until it pops onto the second device. Then you can move your cursor seamlessly between the two. Universal Control works with up to three devices.

### Turn On Universal Control

#### On Your Mac

NOTE: Devices using Universal Control must all be signed into the same Apple ID for Universal Control to work.

1. Choose Apple menu  > System Settings (or System Preferences), then click Displays.
2. If using macOS Ventura or later, click the Advanced button at the bottom of the settings window.
3. Select "Allow your pointer and keyboard to move between any nearby Mac or iPad." Leave the other two settings selected for now.

#### On Your iPad


1. Open the Settings app.
2. Tap General, then tap AirPlay & Handoff.
3. Turn on Cursor and Keyboard.

### Connect your devices

1. Put your devices near each other and make sure that they're awake and unlocked.
2. Use your mouse or trackpad to move the pointer past the left or right edge of your screen in the general direction of the iPad or other Mac.

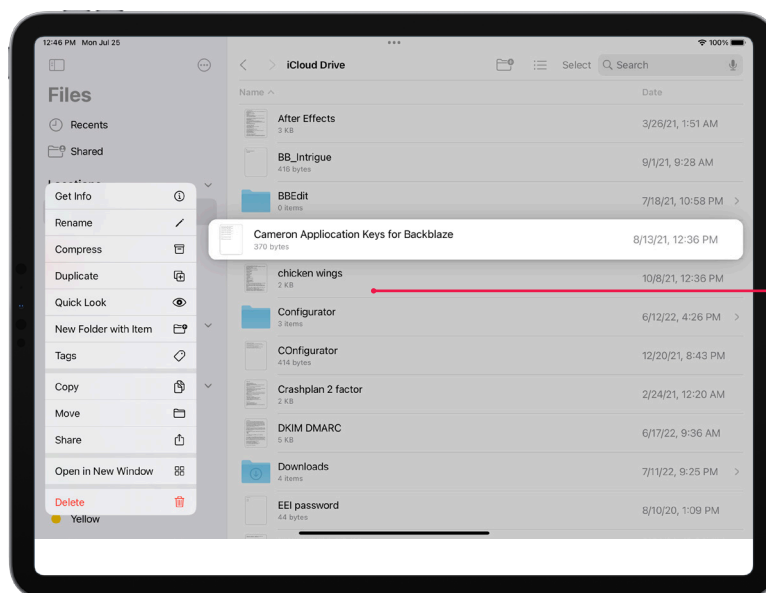
### Arrange your displays

Arrange your displays to adjust where your devices think they are positioned relative to the others. You can then move the pointer more precisely in the direction of each display.

1. On your primary Mac, choose Apple menu  > System Settings (or System Preferences), then click Displays.
2. Click the Arrange button
3. Drag the image of your iPad or other Mac into position relative to the other displays: to their left, to their right, or below them. A Mac display can also be positioned above other displays.

### Drag and drop content between devices

You can quickly save photos sent to you by tapping a new save button right in the Messages conversation. A prohibitory symbol (⊘) next to the item you're dragging means you can't drop the item at the current location. Instead of dragging, you might be able to use the keyboard to copy (Command-C) the item on one device, then paste (Command-V) it on the other device.



*Indicates this item is dragged from a Mac and about to be dropped in to the iPad.*



## Set Up Recovery and Legacy Contacts

An account recovery contact is someone who can verify your identity and help you regain access to your account and all your data if you ever get locked out. Setting up a recovery contact isn't required, but it can make regaining access to your account and data easier.

1. Go to Settings, then tap your name.
2. Tap Password & Security, then tap Account Recovery.
3. Under Recovery Assistance, tap Add Recovery Contact, then authenticate with Face ID or Touch ID.
4. If you're in a Family Sharing group, the members of the group are recommended. Or you can choose one of your contacts.
5. If you select a family member, they're added automatically. If you select a contact, they need to accept the request.
6. After they accept your request, you see a message that they have been added as your account recovery contact.

If you forget your Apple ID password or get locked out of your account, just follow the steps on your device to share the onscreen instructions with your recovery contact in-person or on the phone. Your recovery contact then shares a six-digit code that you enter on your device. After your identity is confirmed, you can reset your Apple ID password.

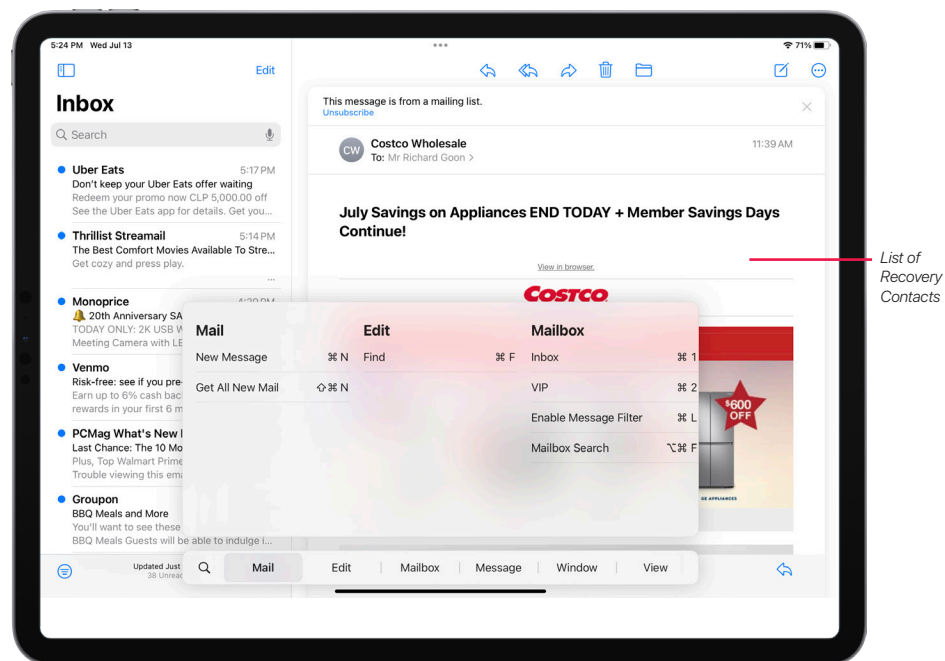
### To Assign a Legacy contact, you must be on iOS/iPadOS 15.2 or greater

1. Open the Settings app.
2. Select your name at the top of the screen.
3. Tap Password & Security > Legacy Contact.
4. Tap Add Legacy Contact to begin the process and follow the prompts.

In the event of your death, a legacy contact needs a few important pieces of information to get access to your data:

- A death certificate.
- The access key assigned by an iCloud user to the account they wish to recover.
- The date of birth of the deceased user.

Once all the information is collected, the person recovering the account can go to a new website Apple has set up called [digital-legacy.apple.com](https://digital-legacy.apple.com). You can request access by submitting the access key and the pertinent information requested by Apple.



## Weather

In iPadOS 16, Apple releases their own Weather app for iPad. The Weather app on iPad features a design similar to the Weather app on iPhone with a modular design, maps, and more.



### Severe Weather Notifications

You can receive notifications when a severe weather alert has been issued near you.

### Weather Details

Tap on any modules in the Weather app to show more data such as hourly temperature, health information on air quality or rainfall within the last 24 hours.

### Weather Maps

View weather maps showing precipitation, air quality, and temperature. Explore the map alongside the location view or in full screen.

### Air quality

Monitor air quality using a color-coded scale that displays the air quality level and category. Easily see if air quality is better or worse than the previous day. View air quality on a map and see related health recommendations, pollutant breakdown, and more.

### Change Celsius/Fahrenheit

To change between Celsius and Fahrenheit, in the side bar, tap Settings (⊙), select Celsius or Fahrenheit.

## Other New Features in iPadOS 16

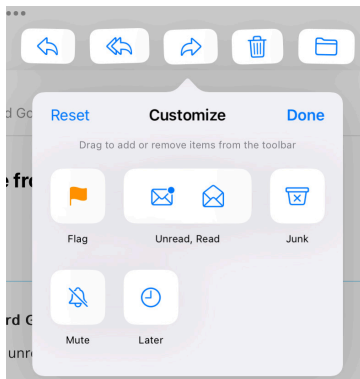
### Passkey

A new feature for iPadOS 16, iOS16, and macOS Ventura, Passkey is a new way of authenticating without the use of traditional passwords. A Passkey is a unique credential stored locally on your device that requires biometric authentication to be accessed. Since Passkeys are not visible to the user, it is more difficult for others to see or access your passwords. The credentials are synchronized between the devices using your Apple ID.

### Customizable toolbars

You can customize the toolbars in many of your Apple Apps such as Mail.

1. Open a supported app that you want to customize the toolbar.
2. Tap Settings (ⓘ).
3. Tap Customize Toolbar. NOTE: depending on the App, you may have to access it from a menu.
4. Add or remove tools to the toolbar.
5. You can re-order the tools.
6. Tap Done.
7. To reset the toolbar back to defaults, go back to Customize Toolbar. Tap Reset.



### Bypass CAPTCHAs

You can customize the toolbars in many of your Apple Apps such as Mail.

1. Tap Settings.
2. Tap Name.
3. Tap Password & Security.
4. Scroll down to Automatic Verification. Confirm that it is on.

## Apple Pencil

On supported iPad models, you can use Apple Pencil and Scribble to enter text. Without opening or using the onscreen keyboard, you can quickly reply to a message, write yourself a reminder, and more. Scribble converts your handwriting to text directly on your iPad, so your writing stays private. See Appendix B for iPad models that support Apple Pencil 2.



### Enter text in any text field

1. Write with Apple Pencil in any text field, and Scribble automatically converts your handwriting into typed text. Scribble even works when your handwriting extends beyond the edges of the text field.
2. To use an action shortcut, tap the Scribble toolbar.

Available actions depend on the app you're using, and may include Undo (⌘), the Show Keyboard (⌨), or more. To automatically minimize the toolbar when you're entering text, tap the ☺, then turn on Auto-minimize. To show the full toolbar, tap the minimized version.

### Select and revise text with Apple Pencil

As you enter text using Apple Pencil and Scribble, you can do the following:

- Delete a word: Scratch it out.
- Insert text: Touch and hold in a text area, then write in the space that opens.
- Join or separate characters: Draw a vertical line between them.
- Select text: Draw a circle around the text or underline it to select it and see editing options. To change the selection, drag from the beginning or end of the selected text.
- Select a word: Double-tap the word.
- Select a paragraph: Triple-tap a word within the paragraph or drag Apple Pencil over the paragraph.

### Shade or darken a line with Apple Pencil

When you draw or sketch, tilt your Apple Pencil to shade a line, and press more firmly to darken the line.

### Double tap to switch tools with Apple Pencil (2nd generation)

When you're working in a supported app, such as Notes, double-tap the lower section of Apple Pencil (2nd generation) to quickly switch back to the tool you used last.

**Add your signature in other supported apps**

1. In the Markup toolbar, tap the Add Annotation (⊕), then choose Signature. If you don't see the Markup toolbar, tap ⊕ or Markup. If the toolbar is minimized, tap its minimized version.
  2. Do one of the following:
    - Add a new signature: Tap Add or Remove Signature, tap the Add button, then use Apple Pencil or your finger to sign your name. To use the signature, tap Done, or to draw a new signature, tap Clear.
    - Add an existing signature: Tap the signature you want. To see all of your signatures, scroll down the list.
    - Drag your signature where you want it.
- To hide the Markup toolbar when you finish, tap ⊕ or Done.

**Take and mark up a screenshot with Apple Pencil on iPad**

To capture the screen, swipe up with Apple Pencil from either corner at the bottom of your iPad.

1. To mark up the screenshot, draw with Apple Pencil.
2. Use the Markup toolbar at the bottom of the screen to change drawing tools.
3. To send the marked-up screenshot to others (such as in a message), or to save it in a document (such as in a note), tap ↗, then choose an where you want to save the screenshot.
4. When you're finished, tap Done, then choose an option.

**Draw in apps with Markup on iPad****Show, move, and hide the Markup toolbar**

To show the Markup toolbar in a supported app, tap Markup (⊕), then do any of the following:

- Move the Markup toolbar: Drag the toolbar to any edge of the screen. (Drag from the middle edge of the toolbar closest to the center of the screen.)
- Automatically minimize the toolbar when you're drawing or entering text: Tap Options (☺), then turn on Auto-minimize. To show the full toolbar again, tap the minimized version.
- Hide the toolbar: Tap ⊕ or Done.
- While writing or drawing, do any of the following:
  - Change the line weight: Tap the selected drawing tool in the toolbar, then choose an option.
  - Change the opacity: Tap the selected drawing tool in the toolbar, then drag the slider.
  - Change the color: Choose a color from the color picker in the Markup toolbar.
  - Undo a mistake: Tap ⊖.
  - Draw a straight line: Tap the ruler tool in the toolbar, then draw a line along the edge of the ruler.
    - To change the angle of the ruler, touch and hold the ruler with two fingers, then rotate your fingers.
    - To move the ruler without changing its angle, drag it with one finger.
    - To hide the ruler, tap the ruler tool in the toolbar again.

**Erase**

Double-tap the eraser tool in the Markup toolbar, then do one of the following:

- Erase pixels: Choose Pixel Eraser, then scrub over the mistake with your finger or Apple Pencil.
- Erase an object: Choose Object Eraser, then touch the object with your finger or Apple Pencil.
- Switch between the pixel and the object erasers: Tap the eraser tool again, then choose Pixel Eraser or Object Eraser.

**Tip**

To stop converting your handwriting to text, go to Settings > Apple Pencil. Turn off Scribble.

## Magic Keyboard

With iPadOS 16, Apple has added another vital keyboard feature: Global keyboard shortcuts. These global shortcuts can make your iPad work much more efficiently and faster. A list of keyboard shortcuts can be found on page 40 - 41.



### Access Keyboard Shortcuts

Do the following:

- Each app has its own unique keyboard shortcuts. Hold cmd to bring up a list of shortcuts for the app you are currently working in. To exit the shortcuts menu simply tap the cmd key.
- Hold the Globe key to bring up System, Multitasking, (and if applicable) Split View and Slide Over options. To exit this shortcut menu, tap the Globe key.

### Trackpad Gestures

To unlock your iPad, press any key to wake up your iPad, then press any key again to enter your passcode.

- Swipe up with 3 fingers to access the App Switcher.
- Once in App Switcher, swipe left to right with 2 fingers to see open apps.
- While in App Switcher, swipe up with 2 fingers to force close apps.
- From the Home Screen, swipe down with 2 fingers to bring up the search bar and Siri suggestions.
- Also from the Home Screen, swipe left and right with 2 fingers to change between home screens and App Library.
- Click and hold the trackpad to modify the Home Screen. Add additional Home Screens or Widgets, delete apps or Widgets, create folders.
- Use two finger swipe down to bring up Search.
- Scrolling webpages in Safari by swiping two-fingers on your trackpad.
- Tap selected text with two fingers to invoke Cut, Copy or Paste.

### Customization

You can customize Keyboard, Trackpad, and Gesture settings in the General section of the Settings app.

### No Escape (esc) key?

Since there is no Escape (esc) key on the keyboard, you can simply use Command - period (⌘ .) as an escape key.

### Tap to click on the Trackpad

To enable and setup the Trackpad, go to Settings > General > Trackpad

- Tap to click: Tap the trackpad will register a tap as a tap on the screen.
- Two-finger click: Click the trackpad with two fingers to bring up a contextual Menu.

### Adjust the Brightness for the keyboard

Go to Settings > General > Keyboard > Hardware Keyboard. Adjust the brightness using the slider.

### Charge your iPad

You can charge your iPad as usual by connecting your USB-C cable to the USB-C port on your iPad. Or you can connect your USB-C cable to the USB-C port on your Magic Keyboard. Your Magic Keyboard doesn't need to be charged.

## Global Keyboard Shortcuts

### System

System shortcuts are for basic iPad management and navigation. These shortcuts include switching between apps, searching your iPad, activating Siri, and using your Control or Notification Center via the keyboard.

### Multitasking

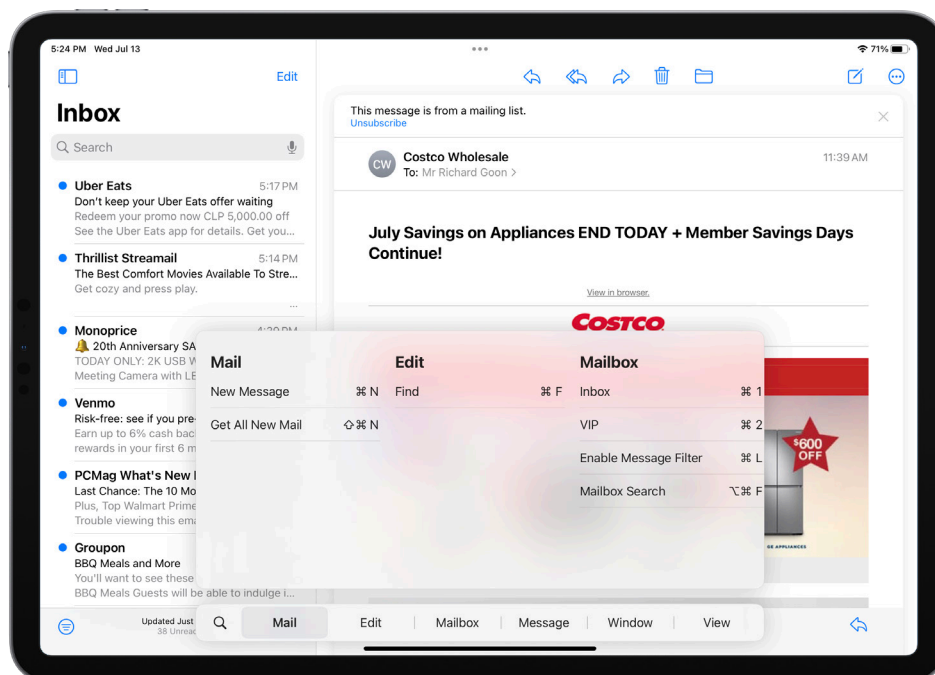
Multitasking is designed for managing many different apps at once and switching between them. If you use your iPad for work or research and find yourself frequently switching between a browser and your email, for example, you may find these shortcuts useful.

### Split View

Multitasking using Split View allows you to put two apps at once on the screen and view them both at the same time. These commands will allow you to instantly switch between Split View apps, made easier to do starting iPadOS 16.

### Slide Over

A useful feature for monitoring chats or other ongoing processes while also viewing your primary app. This section includes shortcuts to control and position the Slide Over app just how you want it.



## Appendix A: Keyboard Shortcuts

If you are using a Magic Keyboard from Apple here is a list of shortcuts to make your day more productive.

### Global Shortcuts

#### System

Go to Home Screen	⌘ H	Quick Note	⌘ Q
Search	⌘ space	Siri	⌘ S
Switch App	⌘ →	Control Center	⌘ C
Show Dock	⌘ A	Notification Center	⌘ N
Show App Library	⇧ ⌘ A	Show Keyboard Shortcuts	⌘ M

#### Multitasking

App Switcher	⌘ ↑
Show All Windows	⌘ ↓
Previous App	⌘ ←
Next App	⌘ →

#### Split View

Tile Window Left	⇧ ⌘ ←
Show All Windows	⇧ ⌘ →

#### Slide Over

Show Slide Over	⌘ \
Move to Left Slide Over	⇧ ⌘ ←
Move to Right Slide Over	⇧ ⌘ →

### Mail - Useful keyboard shortcuts

New Message	⌘ N	Get All New Mail	⇧ ⌘ N
Undo	⌘ Z	Save As...	⌘ S
Archive Message	⇧ ⌘ A	Delete Message	⌘ ⌫
Edit Message	⌘ E	Reply	⌘ R
Reply All	⇧ ⌘ R	Forward	⇧ ⌘ F
Move to Junk	⇧ ⌘ J	Flag	⇧ ⌘ L
Mark as Unread	⇧ ⌘ U	Print	⌘ P

### Calendar - Useful keyboard shortcuts

New Event	⌘ N	Search	⌘ F
Show Today	⌘ T	Refresh Calendars	⌘ R
Go to the Next Day, Week, Month or Year	⌘ →	Go to Day View	⌘ 1
Go to the Previous Day, Week, Month or Year	⌘ ←	Go to Week View	⌘ 2
Go to Month View	⌘ 3	Go to Year View	⌘ 4



## Safari - Useful keyboard shortcuts

New Tab	⌘ T	Close Tab	⌘ W
New Private Tab	⇧ ⌘ N	Save As...	⌘ S
Open Location	⌘ L	Download Link	⌘ tap link
Open Link in Background	⌘ tap link	Email This Page	⌘ I
Open Link in New Tab	⇧ ⌘ tap link	Find on Page	⌘ F
Show Favorites Bar	⇧ ⌘ B	Show Sidebar	⇧ ⌘ L
Show Reader	⇧ ⌘ R	Reload Page	⌘ R
Zoom In	⌘ +	Zoom Out	⌘ -
Actual Size	⌘ 0	Show History	⇧ ⌘ 3
Reopen Last Closed Tab	⇧ ⌘ T	Show Bookmarks	⇧ ⌘ 1
Edit Bookmarks	⌘ B	Add Bookmark	⌘ D
Show Reading List	⇧ ⌘ 2	Add to Reading List	⇧ ⌘ D
Add Link to Reading List	⇧ tap link	Show First Tab	⌘ 1
Show Last Tab	⌘ 9	Show Previous Tab	⇧ ⇧ →
Show Next Tab	⇧ →	New Empty Tab Group	⌘ N
Show Previous Tab Group	⌘ [	Show Next Tab Group	⌘ ]

## Notes - Useful keyboard shortcuts

New Note	⌘ N	Print	⌘ P
New Folder	⇧ ⌘ N	Undo	⌘ Z
Copy	⌘ C	Paste	⌘ V
Select All	⌘ A	Paste and Match Style	⌘ ⇧ V
Note List Search	⌘ F	Find in Note	⌘ F
Dictation	⌘ D	Emoji	⌘ E
Bold	⌘ B	Body	⇧ ⌘ B
Italic	⌘ I	Monospaced	⇧ ⌘ M
Underline	⌘ U	Bulleted List	⇧ ⌘ 7
Title	⇧ ⌘ T	Dashed List	⇧ ⌘ 8
Heading	⇧ ⌘ H	Numbered List	⇧ ⌘ 9
Subheading	⇧ ⌘ J	Checklist	⇧ ⌘ L
Table	⇧ ⌘ U	Increase Indentation	⌘ ]
Show Sidebar	⇧ ⌘ S	View Notes as List	⌘ 1
Show Attachment Browser	⌘ 3	View Notes as Gallery	⌘ 2



## Appendix B:

### iPadOS 16 is compatible with the following iPad models

- iPad Pro (all models)
- iPad Air (3rd generation)
- iPad Air (4th generation)
- iPad Air (5th generation)
- iPad (5th generation)
- iPad (6th generation)
- iPad (7th generation)
- iPad (8th generation)
- iPad (9th generation)
- iPad mini (5th generation)
- iPad mini (6th generation)

### Apple Pencil 2 is compatible the following iPad Models

- iPad mini (6th generation)
- iPad Air (4th generation and later)
- iPad Pro 12.9-inch (3rd generation and later)
- iPad Pro 11-inch (1st generation and later)

## Built-in Apps

Built-in iPadOS apps are standalone downloads available in the App Store, allowing them to be deleted and re-downloaded at will. The following built-in apps can be removed:

- |             |                |             |               |
|-------------|----------------|-------------|---------------|
| • App Store | • Find My      | • Music     | • Photos      |
| • Books     | • Home         | • News      | • Photo Booth |
| • Calendar  | • iTunes Store | • Notes     | • Podcasts    |
| • Camera    | • Magnifier    | • Reminders | • Tips        |
| • Clock     | • Mail         | • Safari    | • Translate   |
| • Contacts  | • Maps         | • Settings  | • TV          |
| • Facetime  | • Measure      | • Shortcuts | • Voice Memos |
| • Files     | • Messages     | • Stocks    | • Weather     |

## Appendix C: FAQ

### How Do I turn off the iPad?

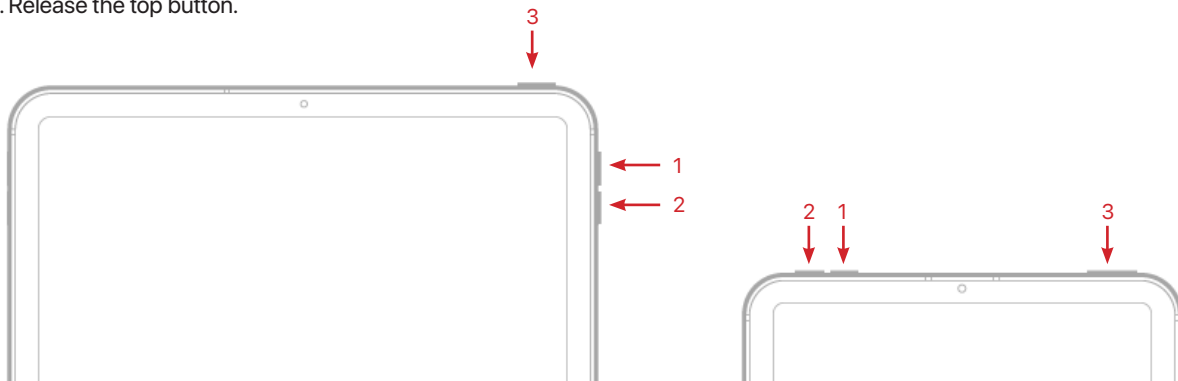
There are a couple ways of shutting down your iPad:

1. Simultaneously press and hold the top button and either volume button until the sliders appear. Drag the top slider to power off the iPad.
2. Go to Settings > General, scroll down and tap Shut Down. Drag the top slider to power off the iPad

### What if my iPad is not responding?

To restart the iPad with no Home button from a frozen state, You can do the following:

1. Press and quickly release the volume button nearest to the top button.
2. Press and quickly release the volume button farthest from the top button.
3. Press and hold the top button until the Apple logo appears.
4. Release the top button.



### What if I have an unresponsive app?

From the bottom edge, press, hold and start swiping up to view your apps in a grid. Swipe up on the unresponsive app to force close the app.

### What do I do if my iPad won't charge?

If you don't see the charging icons, follow these steps:

- Make sure you are using the right accessories such as the cable and the power adapter that came with your iPad.
- Use a different power adapter or a different charging cable.
- Make sure that your iPad isn't too hot or too cold.
- Force restart your iPad (See above).



## Appendix D: Support Articles

### **Multitasking on your iPad**

<https://support.apple.com/en-us/HT207582>

### **Drag and Drop**

<https://support.apple.com/guide/ipad/drag-and-drop-ipadaa83b207/ipados>

### **Create Quick Notes**

<https://support.apple.com/guide/ipad/create-quick-notes-ipad5d91fd88/ipados>

### **Apple Pencil on your iPad**

<https://support.apple.com/en-us/HT211774>

### **Take and mark up a screenshot with Apple Pencil on iPad**

<https://support.apple.com/guide/ipad/mark-a-screenshot-apple-pencil-ipade3455d1c/ipados>

### **Use shortcuts on an Apple external keyboard with iPad**

<https://support.apple.com/guide/ipad/use-shortcuts-ipaddf61a0c2/ipados>

### **Magic Keyboard Setup**

<https://support.apple.com/en-us/HT211091>

### **Attach Magic Keyboard (with Trackpad)**

<https://support.apple.com/guide/ipad/attach-magic-keyboard-ipad-built-trackpad-ipad4ab3c074/ipados>

### **Trackpad gestures for iPad**

<https://support.apple.com/guide/ipad/trackpad-gestures-ipad66ce6358/ipados>

### **If Your iPad won't charge**

<https://support.apple.com/en-us/HT211203>

### **Security and Privacy**

<https://support.apple.com/guide/ipad/use-built-in-security-and-privacy-protections-ipad9ae59af9/ipados>

### **Share your screen in FaceTime**

<https://support.apple.com/en-us/HT212734>