

# iPadOS

How to Use the New Features in iPadOS





iPadOS 13, Apple's newest operating system for iPad that is designed specifically for iPads built on the same foundation as iOS with powerful new capabilities specific to the larger display of the iPad. iPadOS includes most of the features available in iOS 13, including performance optimizations, a new systemwide Dark Mode, a revamped Photos app, a Find My app, Sign In with Apple, updated Maps, and many more.

## iPadOS is compatible with the following iPad models

- All iPad Pros
- iPad (5th generation and later)
- iPad Mini 4
- iPad Mini 5th generation
- iPad Air (3rd Generation)
- iPad Air 2

## 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:

- Books
- Calendar
- Contacts
- FaceTime
- Files
- Home
- iTunes Store
- Music
- Mail
- Maps
- News
- Notes
- Photo Booth
- Podcasts
- Reminders
- Shortcuts
- Stocks
- Tips
- TV
- Voice Memos



## Home Screen

After your lock screen, you see the redesigned Home Screen layout with more room for apps and information. With the new layout you can:

- Add the Today View widget from the left side of the screen to your Home Screen.
- Add your favorite widgets to your Home Screen with a swipe from the bottom of the Today View on your Home screen to reveal the remaining widgets.



### Add the Today View widget

1. Position the iPad in landscape mode.
2. Swipe right from the left edge of the screen until you see the Today View add box.
3. Tap Add to Home Screen.
4. To turn off the Today View on your Home Screen, swipe until you see Edit.
5. Tap Edit, where it says Keep on Home Screen, tap the switch to turn off Today View.

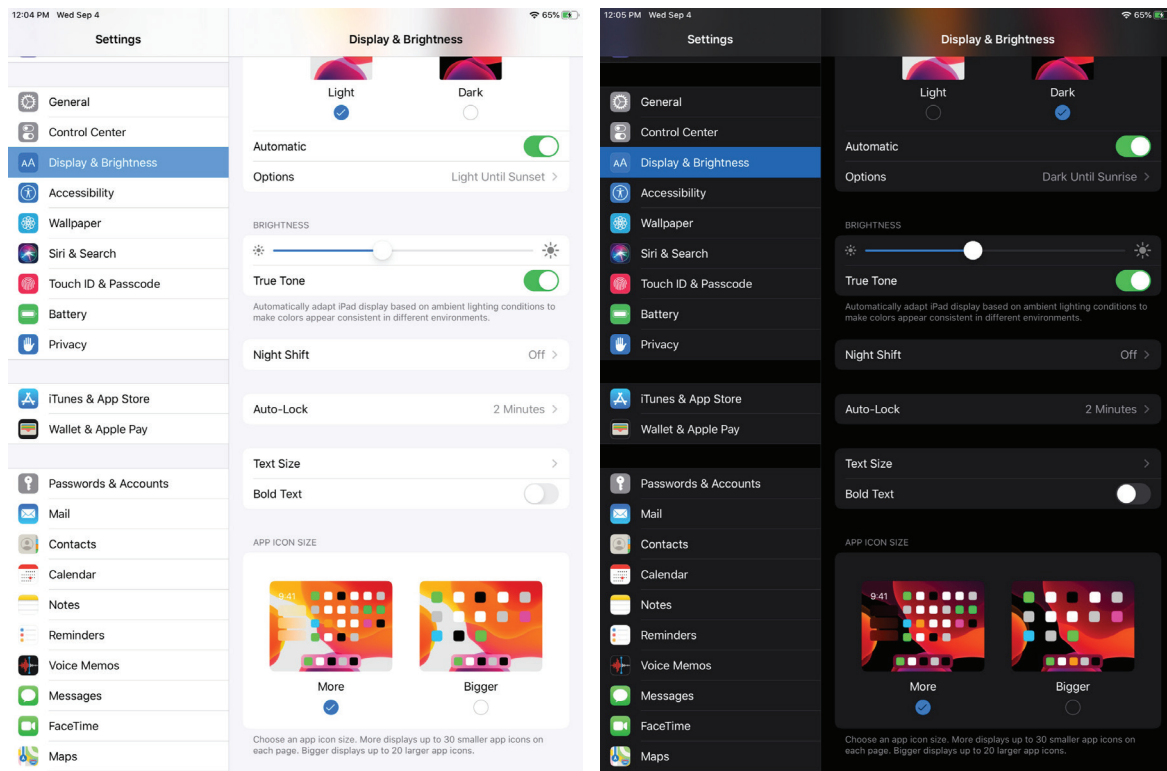
### With Today View on, add a widget to your pinned favorites

1. Swipe Today View until you see Edit, tap Edit.
2. From Favorites, touch and hold on the bars and drag it to Pinned Favorites.
3. Go to your Home screen to see the Widget pinned.
4. If you want to see the rest of your widgets in Today View, swipe up.



## Dark Mode

A new Dark Mode option gives iPadOS and apps a beautiful dark color scheme. Perfect for low-light environments, Dark Mode is easier on your eyes and won't disturb people around you. You can turn Dark Mode on manually or schedule Dark Mode to turn on and off based on sunrise to sunset. Dark Mode is integrated throughout iPadOS, from built-in apps and settings to system-level views.



### Manually, turn on Dark Mode

1. Go to Settings > Display and Brightness.
2. Tap Dark.

### Automatically, turn on Dark Mode

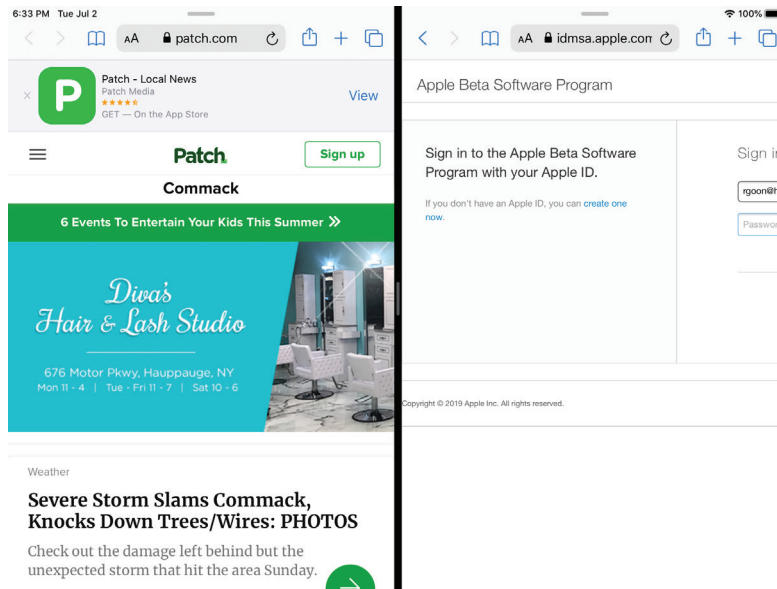
1. Go to Settings > Display and Brightness.
2. Tap Automatic.
3. Under Options, you can choose Sunset to Sunrise or configure a customized schedule to suit your needs.



## Multitasking

### Split View

Split view now supports multiple windows from the same app. For example, you can have two open Safari windows side by side, or display two Notes or Pages documents, view two maps, or organize files in the Files app.



### Use Split View to view two windows from the same app

1. Launch Safari.
2. Slide your finger up about an inch from the bottom of the screen to bring up the Dock.
3. Select Safari from the Dock and drag it all the way to the left or right edges of the screen to initiate Split Screen View or you can tap and hold the Windows button and then tap Open New Window.
4. To add a third app on your Split View, Slide your finger up from the bottom of the screen to bring up the Dock.
5. Select another app icon from the Dock and drag it into the Split Screen area, but make sure that it floats above the split line, or just drag the app towards the left or right edges until the window slims down.  
Note: Make sure that the window does not gray out the space behind it, as this means that you will be replacing that other window in Split Screen mode.
6. Release your finger, and that app should now be in a floating Slide Over window.

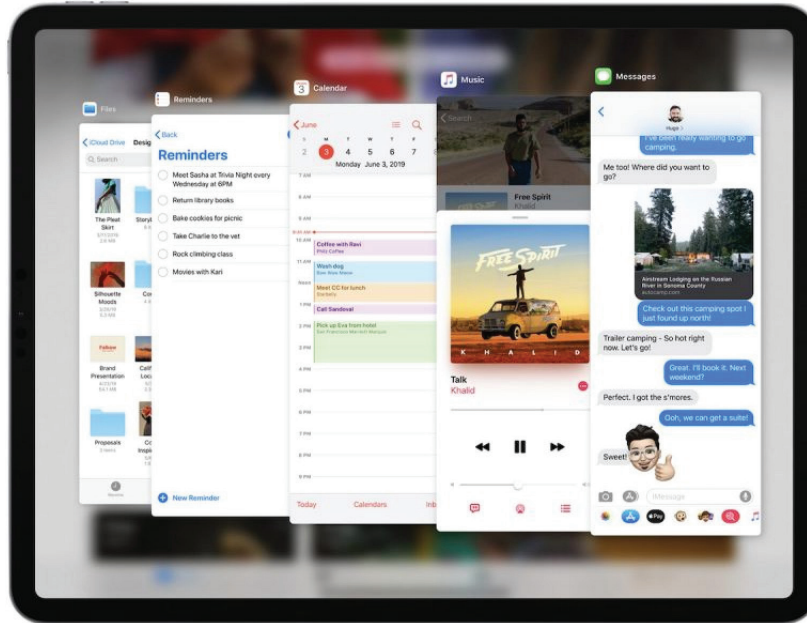
### Exit out of Split View

1. When you're in Split Screen with one or two apps, touch and hold the handle of the split, located in the middle. Slide to the right.
2. Release your finger from the screen. You should now be back to a single app on the screen.



## Slide Over

Slide Over allows you to open a second app on top of the app you're already using. Slide Over has a new option to view and switch between multiple apps with a Slide Over card interface.



## Adding more apps to Slide Over

1. Follow the directions above for getting three apps in Split Screen View from the previous page.
2. Slide your finger up from the bottom of the screen to bring up the Dock.
3. Drag an app from the Dock to Split Screen, making sure that it's above the split line or towards the side edges and then release the app.
4. This new app will appear in the forefront of the Slide Over apps.
5. Repeat steps 2-4 for all the apps that you want in a single space.

## Switching Apps in Slide Over

1. Make sure to get several apps in Slide Over view using the directions above for adding multiple app tabs.
2. Touch and swipe right the handle at the bottom of the frontmost app in Slide Over view.
3. Swipe right to bring the previous app to the front.
4. Repeat the process until you get the app you need in the front.

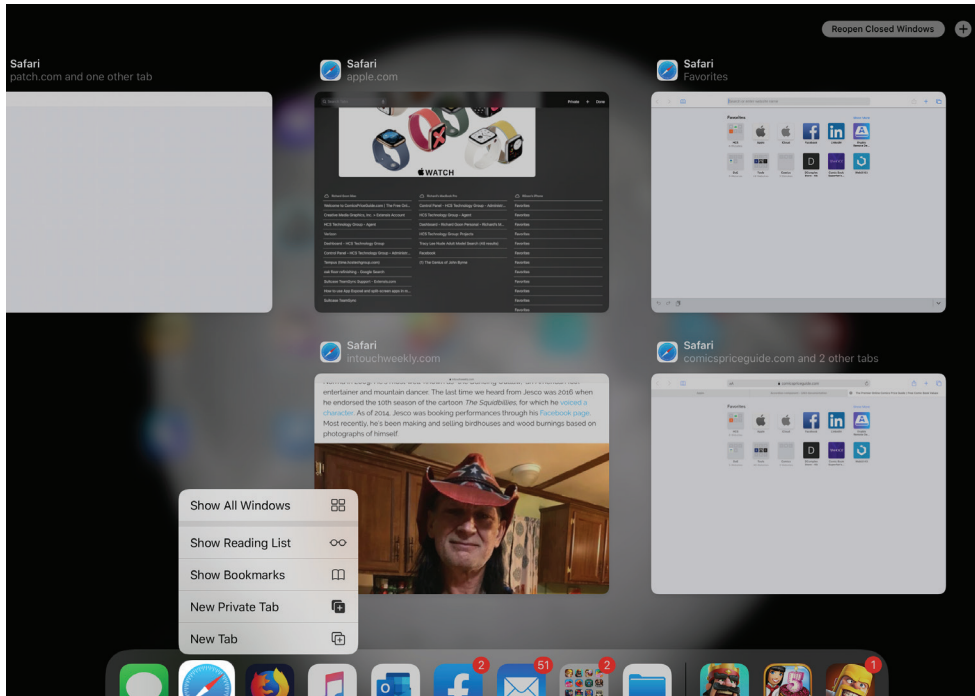
## Removing apps from Slide Over

1. Scroll left or right to find the app that you want to remove.
2. Swipe that app's card up to remove it.



## App Exposé

Use App Exposé to view all open windows from an app. Just touch and hold the app icon to open contextual menu. Tap Show All Windows Exposé. And you can swap between open windows with a tap. This makes it easier to switch between open windows on iPad.



## Using App Exposé

1. When you're in Split Screen, Full Screen or Slide Over mode, slide up from the bottom of the screen to bring up the Dock.
2. Tap an app and tap Show All Windows app.
3. App Exposé reveals all open instances of that app, including Split Screen and Slide Over views.

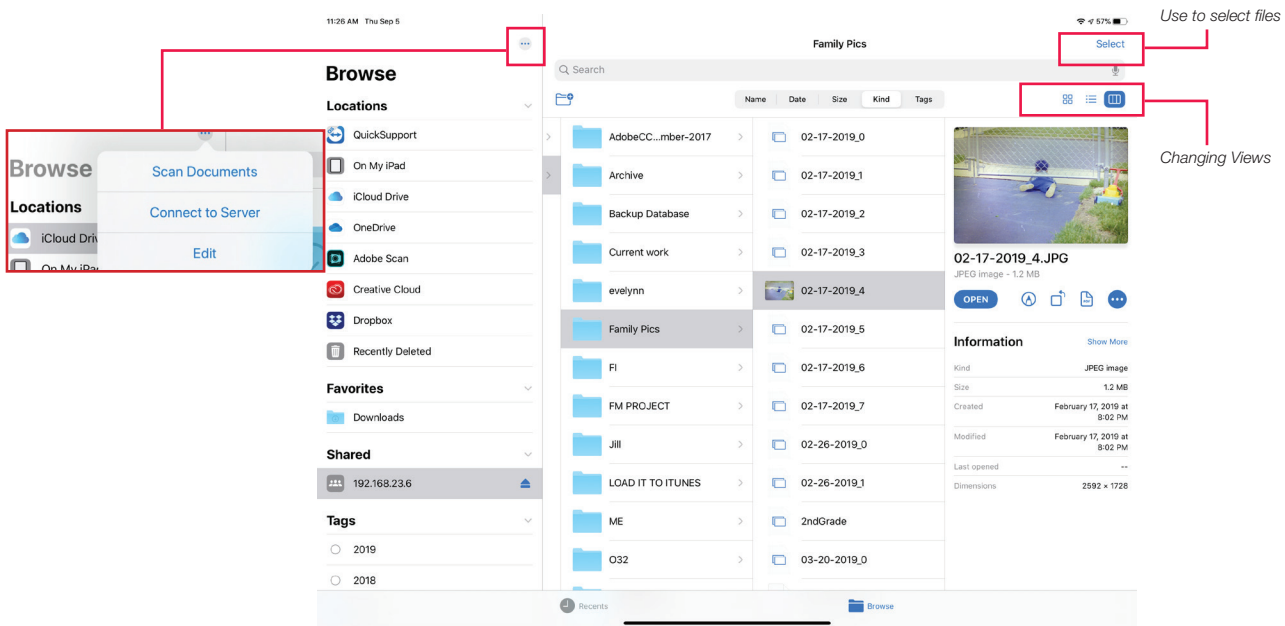
## Open Exposé on your Home Screen

1. On your Home Screen, touch and hold an app icon until a menu appears.
2. Tap Show All Windows to open App Exposé for that app.
3. App Exposé reveals all open instances of that app, including Split Screen and Slide Over views.



## Files App

The new Files app supports external storage devices such as USB drive, external hard drive, or SD card reader. You can even connect to a file server using the SMB file sharing protocol. The new Downloads folder gives you a central place to access your web downloads and attachments from Mail. You can easily browse files in the new Column View. Select a file to get a high-resolution preview and Quick Actions like Copy, Markup, Compress, Rotate Left or Right, and Create PDF.



### View in Column View

1. Open the Files app and tap on one of the items in Locations such as iPad or iCloud Drive.
2. In the upper-right corner, there are three icons: Icon View, List View, Column View. Tap Column View.

### Connect to a SMB Server

1. In the upper-left corner of the Files app, tap the ellipses.
2. Tap Connect to Server.
3. Enter your server address and credentials, then tap Connect.

### Zipping files

1. Navigate to the file or files that you want to zip.
2. In the upper-right corner, tap Select and then tap the file or files that you want to zip.
3. In the lower-right corner, tap More, then tap Compress.
4. You can also touch and hold a file or folder, then choose Compress from the menu.

### Scan Documents

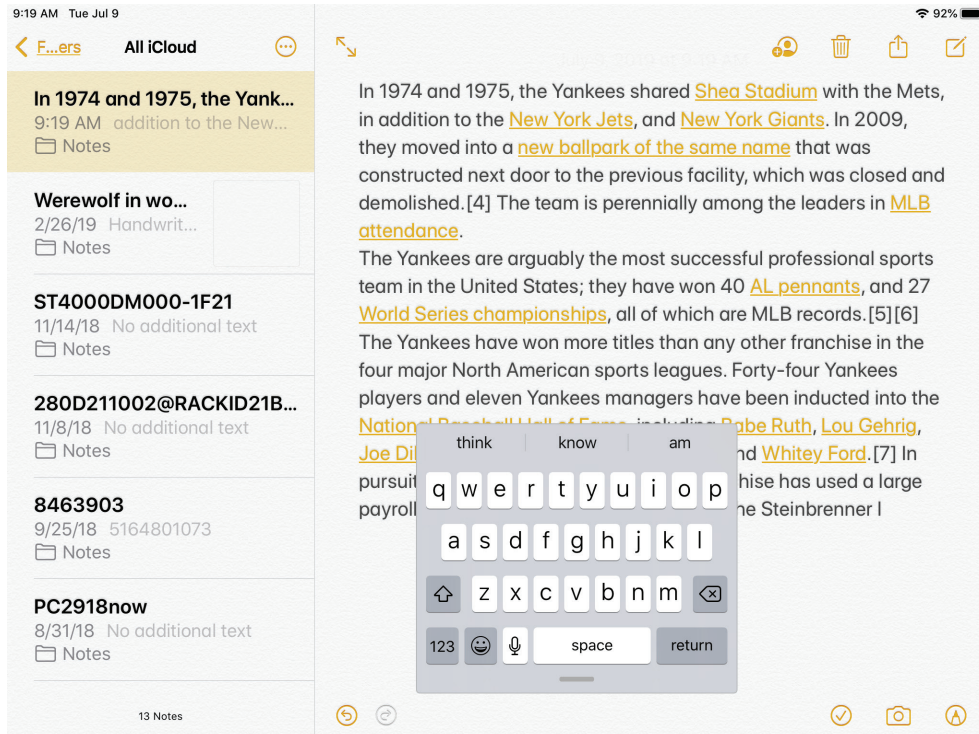
1. In the upper-left corner of the Files app, tap the ellipses.
2. Choose Scan Documents.
3. Position the document in front of the camera and tap the white circle to take the picture.
4. You can drag the corners to crop the image.
5. Tap Retake or Keep Scan. The scan will save as a PDF.





## Keyboard

Apple improved the keyboard for iPadOS. New features such as QuickType, QuickPath, and Floating Keyboard allow you to choose the most convenient method to edit even if you're mid-sentence. QuickPath, lets you swipe your finger from one letter to the next instead of tapping letters to enter a word without removing your finger from the keyboard.



### Access the Floating Keyboard

1. In any app that requires a keyboard, using 2 fingers, pinch the keyboard until it shrinks.
2. To move the Floating Keyboard around, touch and hold the gray bar below the space bar and drag it to another part of the screen.
3. To go back to the full size keyboard, pinch open the Floating Keyboard.

### Use QuickPath

1. In the Floating Keyboard, swipe from letter to letter to spell a word. For example, swipe the following letters in order "r - i - v - e - r" to quickly spell out river.



## Edit Text

### Scroll bar scrubbing

You can navigate long documents, web pages, and conversations by dragging the scroll bar.

### Cursor navigation

Moving the cursor is even faster and more precise, just pick it up and drag it to where you want. It will automatically snap to lines and between words.

### Text selection

Select text just by tapping and swiping. For quick sentence and paragraph selection, triple or quadruple-tap.

### Intelligent selection

Double-tap to quickly select addresses, phone numbers, email addresses, and more.

### Cut, copy, and paste gestures

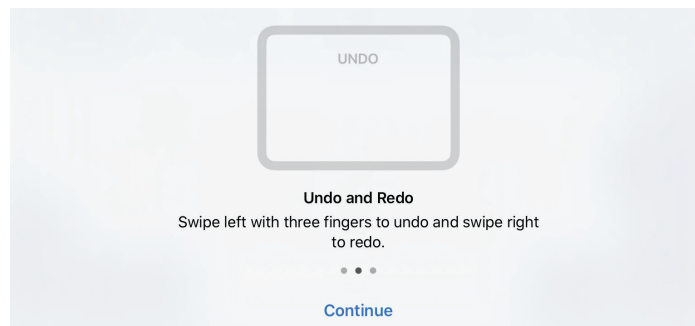
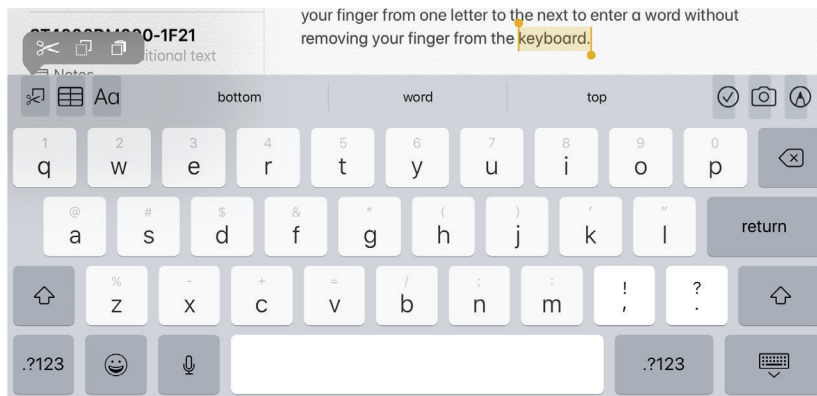
There are new gestures—cut, copy, and paste. Pinch open with three fingers to quickly copy, pinch open with three fingers two times to cut, and pinch close with three fingers to paste.

### Undo and redo gestures

You can undo with a simple three-finger swipe to the left or redo by swiping three fingers to the right.

### Multiselect

Quickly select email messages, files and folders by tapping with two fingers and dragging.





## Keyboard Shortcuts

You can now use Keyboard shortcuts be more productive. Here are some of the keyboard shortcuts.

Use default font size in Reader	Cmd + 0
Open link in background	Cmd + tap
Toggle downloads	Cmd + Alt
Open link in new window	Cmd + Alt + tap
Use selection for Find	Cmd + E
Email this page	Cmd + I
Open link in new tab	Cmd + Shift + tap
Decrease Reader text size	Cmd + -
Zoom in	Cmd + +
Zoom out	Cmd + -
Save webpage	Cmd + S
Change focused element	Alt + tab
Focus Smart Search field	Cmd + Alt + F
Dismiss web view in app	Cmd + W
Increase Reader text size	Cmd + +
Download linked file	Alt + tap
Add link to Reading List	Shift + tap
Close other tabs	Cmd + Alt + W
Scroll around screen	arrow keys
Paste without formatting	Cmd + Shift + Alt + V
New Private tab	Cmd + Shift + N
Actual size	Cmd + 0
Open search result	Cmd + Return
Toggle bookmarks	Cmd + Alt + 1



## Sidecar

MacOS Catalina AirPlay now has a new feature, Sidecar, allowing your iPad to be used as a secondary display for your Mac, either by extending the display of your Mac, or by mirroring it. With this feature, you can use apps like Photoshop or Illustrator right on your iPad, and even with Apple Pencil.

### Supported Mac computers:

- iMac 27-inch (Late 2015 or newer)
- MacBook Pro (2016 or newer)
- Mac mini (2018)
- Mac Pro (2019)
- MacBook Air (2018)
- MacBook (Early 2016 or newer)



### Use Sidecar to connect your Mac to your iPad

NOTE: in order to use Sidecar, macOS Catalina (10.15) needs to be installed.

1. On your Mac, go to the menu bar at the top of the screen, click AirPlay on the Menu bar.
2. Or you can connect by opening System Preferences, select Displays pane.
3. Under AirPlay Display, select your iPad under Connect To.

### Customize Sidecar

1. Go to System Preferences > Sidecar.
2. You can configure the following:
  - Sidebar on left or right - Position the Sidebar tools on the left or right of the iPad screen when in landscape mode.
  - Touch Bar on top or bottom - Position the Touch Bar tools displayed on the top or bottom of the iPad screen when in landscape mode.
  - Enable double tap on Apple Pencil - enable or disable the double-tap Apple Pencil tool changer.



## Mouse Support

iPadOS allows a USB or Bluetooth mouse to be connected to an iPad. Mouse support is not a standard feature, but is instead available as an AssistiveTouch option within the Accessibility settings in iPadOS.



### Connect a Bluetooth mouse to your iPad

1. Go to Settings > Accessibility.
2. Tap Touch.
3. Tap AssistiveTouch, then turn on.
4. Scroll down to POINTER DEVICES, then tap Bluetooth Devices.
5. Turn on your wireless mouse and make sure it's in discovery mode.
6. When you see your mouse, select it and pair it to your iPad.
7. If prompted to enter a passcode, enter 0000.
8. Tap Pair and confirm you are able to use your mouse on the iPad.

### Customize your mouse buttons

1. Go to Settings > Accessibility.
2. Tap Touch.
3. Tap AssistiveTouch.
4. Scroll down and tap Pointing Devices.
5. Under Connected devices, select your Mouse.
6. Under button 1 or 2, configure how the button is going to work.
7. To add more buttons, tap Customize Additional Buttons.
8. Click the additional button and configure how the button will work.



## Safari

### Improved start page

Safari's start page includes favorites, frequently visited, and most recently visited websites so you can quickly get to the site you want.

### Download Manager

Tap on Download Manager to see a list of your current downloads, and you can cancel downloads in progress by clicking the "X". If you want to resume them later, you can press refresh. If you want to see the files in the Downloads folder, just press the magnifying glass icon next to the file's name.

### Photo upload resize

Safari will allow you to resize your photo to small, medium, large, or actual size before you upload it.

### Desktop websites

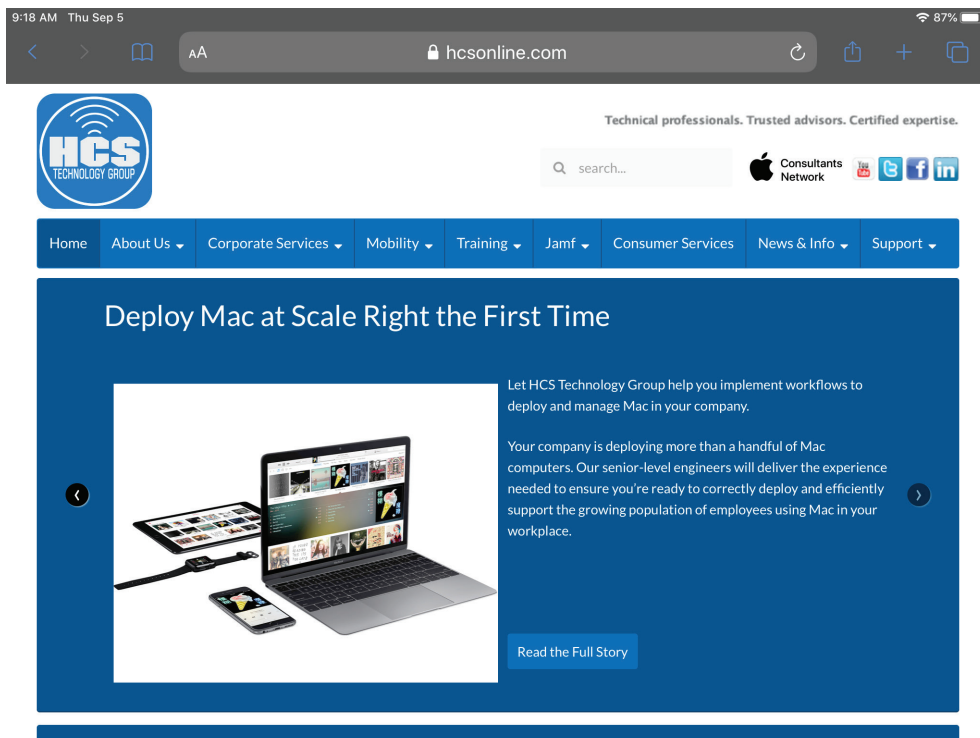
Safari will tell a website that the iPad's owner is using the macOS version of Safari. Apple optimized all inputs for the iPad, so you should be able to interact with screen elements with your finger as easily as you might with a mouse.

### Website View menu

The new View menu in the Smart Search field gives you quick access to text size controls, Reader view, and per-site settings.

### Page zoom

Quickly zoom in and out on a website's text.





## Per-site settings

You will have the ability to enable camera, microphone, and location access depending on the website you're visiting.

## Save open tabs as bookmarks

Save a set of open tabs to Bookmarks so you can quickly reopen them later.

## Jump to open tab from Smart Search field

If you start to type the address of a website that's already open, Safari directs you to the open tab.

## Expanded email sharing options

New options let you email a web page as a link, as a PDF, or in Reader view from the share sheet.

## Weak password warnings

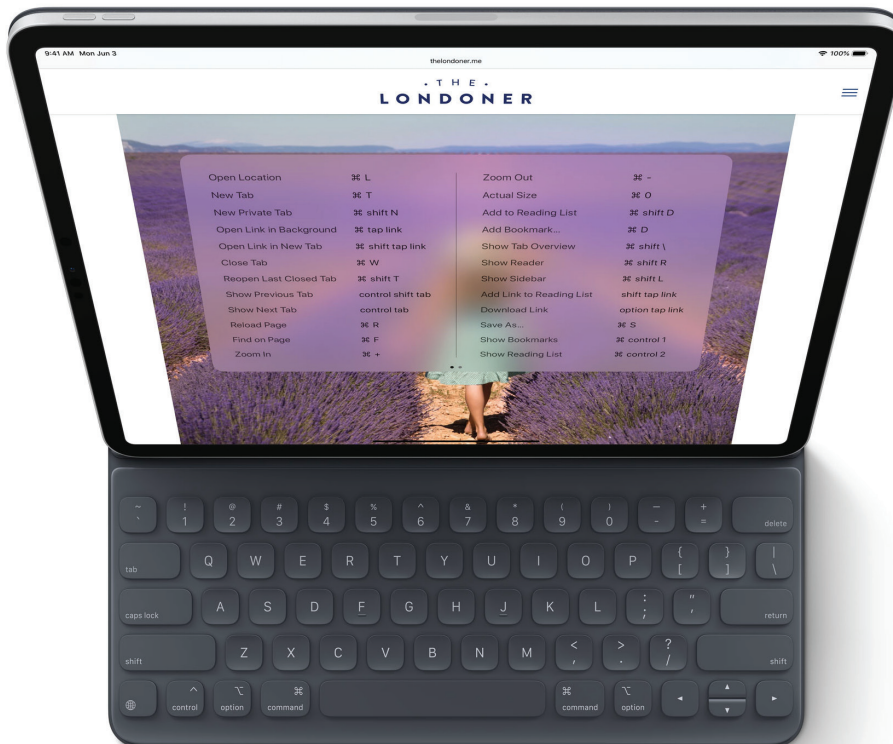
If you try to use a weak password when signing up for a new website account, Safari warns you.

## iCloud end-to-end encryption

Your Safari history and open tabs that have synced with iCloud are now protected with end-to-end encryption.

## Full toolbar in Split View

You can access the full Safari toolbar in Split View.





## Photos

### **Photos tab**

In Photos tab, you'll find four options at the top of the screen: Years, Months, Days, All Photos. You can move between the various options to narrow down a specific time frame for viewing your pics. Each option has its own way of showing photos from that specific time. Throughout the Photos tab, muted Live Photos and videos begin playing as you scroll, bringing your photo library to life.

### **Smart photo previews**

In Days, Months, and Years, photo previews are larger to help you distinguish between shots.

### **Contextual transitions**

Animations and transitions keep your place in the Photos tab, so you can switch between views such as Days and All Photos, without losing your place.

### **Removes similar shots and clutter**

Duplicate photos, screenshots, whiteboard photos, documents, and receipts are identified and hidden, so you see only your best shots.

### **Significant events**

Months presents your photos by events, so you can rediscover the moments that matter most.

### **Event titles**

The Photos tab displays the name of the location, holiday, or concert performer to provide helpful context for your significant events.

### **On this Day**

Years is contextual, so it shows you photos taken on or around today's date in past years.

### **Birthday mode**

If you have birthdays assigned to people in your People album, the Photos tab will highlight your photos of them on their birthday.

### **Zoom in and zoom out**

View your library in All Photos however you'd like. Zoom in for a closer look, or zoom out to quickly scan through your library and see all your shots at once.

### **Screen recordings smart album**

All your new screen recordings are now in one place.

### **Search enhancements**

You can combine multiple search terms, like "beach" and "selfies", without tapping each word in search.

### **Music for Memories**

Soundtracks for Memory movies are selected based on what you listen to in the Music app.

### **Extended Live Photos playback**

When you press and hold to play a Live Photo, Photos will automatically extend the video when you have Live Photos taken within 1.5 seconds of each other.

### **Remove all data from photos**

When sharing a photo/photos from photos app, Tap Options below the number of photos selected and you have the option to turn off Location for the photos or turn on include Data.





## Editing your media

As you apply an edit, each adjustment displays its intensity, so you can see at a glance which effects have been increased or decreased in your preview. You can control the Intensity of your filters such as Vivid or Noir to achieve your desired look.

Do you ever want to preview a filter before applying it to your media? You can tap each effect icon to see what your photo looked like before and after the effect was applied.

Enhance lets you control the intensity of your automatic adjustments. As you increase or decrease Enhance, you'll see other adjustments (Exposure, Brilliance, Highlights, Shadows, Contrast, Brightness, Black Point, Saturation, and Vibrance) intelligently change with it.

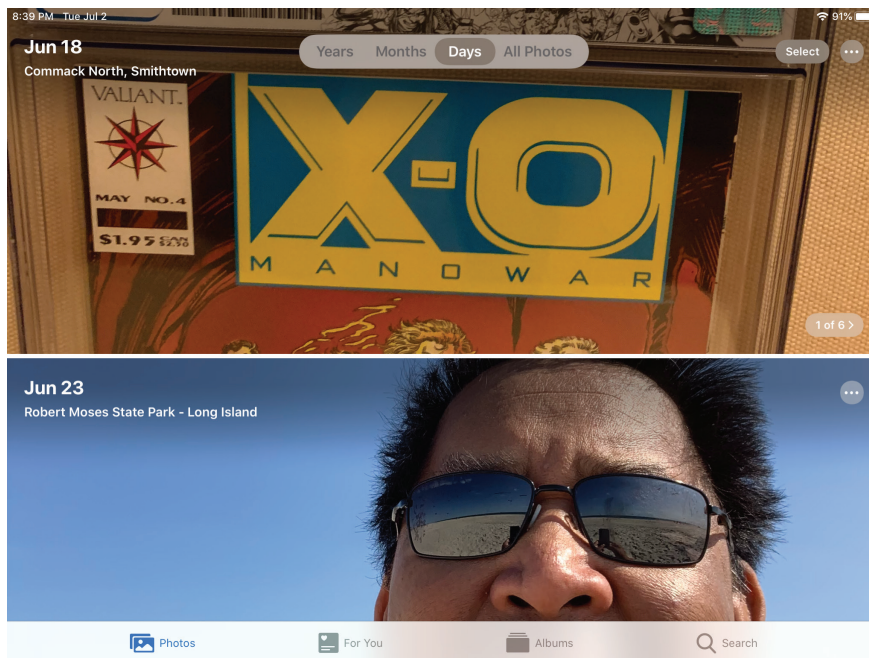
With Vibrance, you can boost muted colors to make your photo less rich without affecting skin tones and saturated colors.

Create a vignette by adding shade to the edges of your photo to highlight moments using Strength, Radius, and Falloff.

## Video editing support

Nearly everything you can do with a photo you can now do with a video. Adjustments, filters, and crop support video editing, so you can rotate, increase exposure, or even apply filters to your videos. Video editing supports all video formats captured on iPad, including video in 4K at 60 fps and slo-mo in 1080p at 240 fps.

Video edits are now nondestructive, so you can remove an effect like a filter or undo a trim to return to your original video.





## Mail

### Block sender

Block Sender in Settings, Mail, Threading, Block Sender options are None; Mark as Blocked, Leave in Inbox; Move to Trash. Blocking a sender works across all your Apple devices. To view your blocked Sender, got to Settings > Mail > Threading > Blocked. you will see all the blocked email and phone numbers.

### Extended Reply menu

In addition to reply, reply all, forward, and print, the Reply menu adds convenient access to notify me of replies, mark as unread, move to junk, move to different mailbox, and flag options, as well as the new Mute Thread option.

### Mute Thread

Easily mute notifications from an overly active email thread across all your Apple devices.

### New 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.

### Font support

All system fonts are supported, as well as the ones you acquire.

### Updated photo selector

When in split screen, the new photo selector occupies the lower portion of the screen so you can see your email while choosing the photo else the photo selector will appear in the lower right of your screen.

### Updated address autocomplete

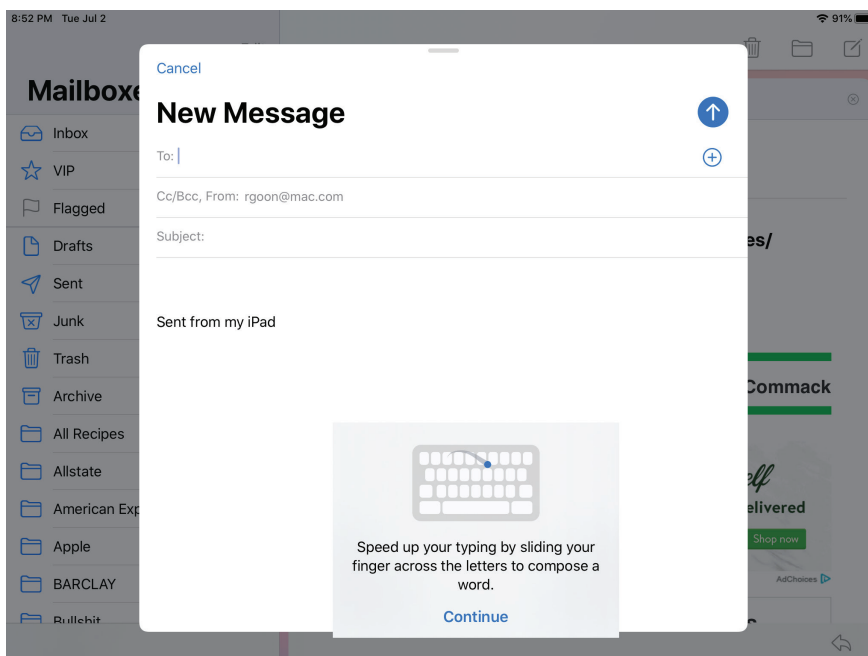
When you add a recipient to an email, Mail lists email address choices under each sender.

### iPad 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.

### Include Attachments with Replies

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





## Apple Pencil

### Lower latency

Thanks to advanced prediction algorithms, latency in Apple Pencil is as low as 9 milliseconds. So it feels even more like writing on paper.

### Redesigned tool palette

The redesigned tool palette has a fresh new look and several improvements. You can drag it to either side of the screen, or minimize it in the corner so you have more room for your content.

### New tools

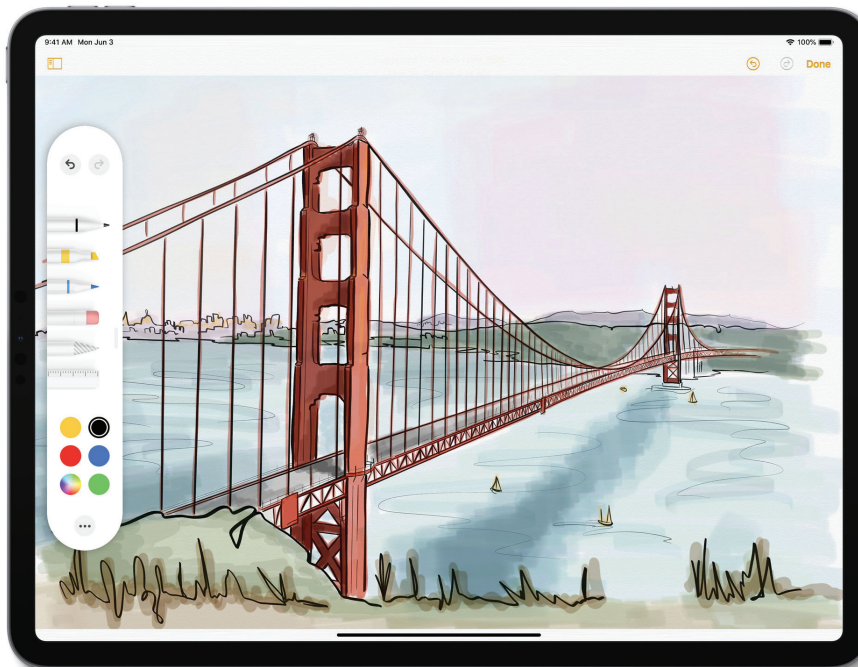
A pixel eraser lets you remove exactly what you want from a drawing, and a ruler makes it easy to draw straight lines.

### Full-page screenshots

Now when you take a screenshot, you can capture the entire document, email, or web page and mark it up.

### Take a screenshot with Apple Pencil

Quickly take a screenshot using Apple Pencil by dragging it from either bottom corner.





## Fonts

You can now install custom fonts and use them in your favorite apps. You can easily manage the fonts installed in Settings. Fonts will be available from the App store coming this fall.

## Find My

Find My iPhone and Find My Friends are now combined in a single, easy-to-use app to help you locate the people and devices that are important to you. You can also locate a missing device even if it's not connected to Wi-Fi or cellular using crowd-sourced location. When you mark your device as missing and another Apple user's device is nearby, it can detect your device's Bluetooth signal and report its location to you. It's completely anonymous and encrypted end-to-end, so everyone's privacy is protected.