

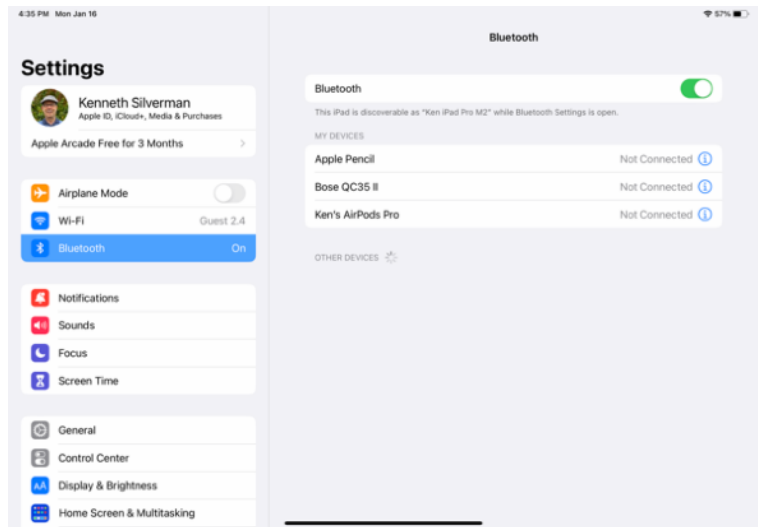
Things You Need to Know About Your iPad

Use a Mouse and Keyboard With Your iPad

If you want to turn your iPad into a replacement for a Mac when you're working at a desk, you can do so with a mouse and a keyboard.

As with a Mac, you can connect any Bluetooth mouse, keyboard, or trackpad to your iPad to use those inputs as an alternative to the touch screen. It's really as simple as opening up Bluetooth and initiating the pairing process.

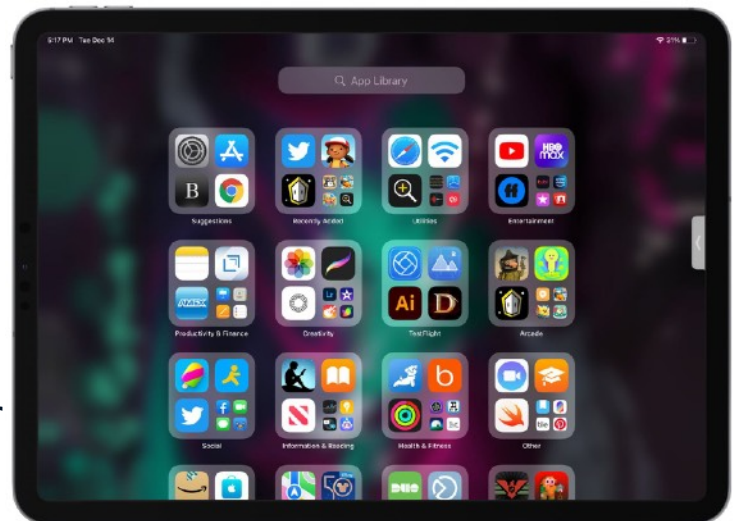
With **Universal Control**, a feature that Apple added with iPadOS 15.4 and macOS Monterey 12.3, you can use a single mouse or trackpad across all of your iPads and Macs, making it even simpler to control your iPad if you're using it alongside a Mac.



Use App Library to Keep Your Home Screen Clean

Have an iPad Home Screen that's cluttered up with all manner of apps? The App Library can solve that problem, giving you instant access to a well-organized list of all the apps on your iPad.

To get to it, just swipe all the way over to the end of your Home Screen pages. App Library automatically organizes your apps into categories like Games, Entertainment, Health & Fitness, Social, and more.



You can scroll through the categories and tap into each one to see all the apps listed there, or you can take advantage of the search feature.

Tip: If you want to delete your Home Screen pages in bulk or rearrange them, just long press on an empty area of the Home Screen and then tap on the row of dots at the bottom of the display. You can drag Home Screen pages to rearrange, or tap on the checkmark and then the "-" to delete them.

Use an Apple Pencil

An [Apple Pencil](#) is hands down one of the best accessories that you can get to use with an iPad, and all of Apple's modern iPads support one of the two Apple Pencil models. If you didn't get an Apple Pencil gifted with your iPad, it's well worth considering.

With an Apple Pencil, you can sketch and draw within drawing apps, note-taking apps, and more, but you can also navigate with the Apple Pencil and you can write in *any* text field on the iPad, with the iPad translating it into typed text.

In the built-in Notes app, for example, you can open it up and just start writing with the Pencil. The same goes for Safari searches, Calendar events, Messages, and so much more.

There are two different versions of the Apple Pencil, so the model you need will depend on [which iPad you have](#). To determine your iPad model, open up the Settings app, tap on "General" and then tap on "About." Your model is listed under "Model name."

Apple Pencil 1 Devices

- iPad (6th Gen and Later)
- iPad mini (5th Gen)
- 12.9-inch iPad Pro (1st and 2nd Gen)
- 10.5-inch iPad Pro
- 9.7-inch iPad Pro
- iPad Air (3rd Gen)

Apple Pencil 2 Devices

- 12.9-inch iPad Pro (3rd Gen and Later)

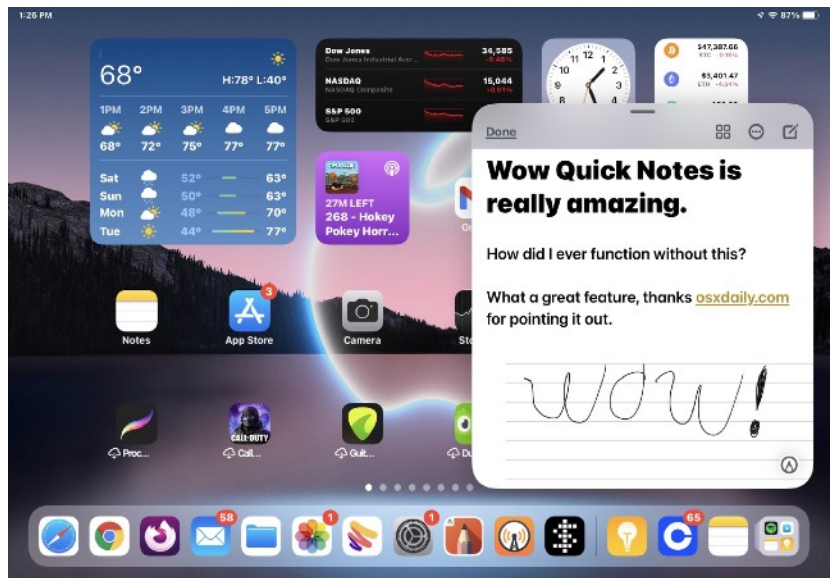
- 11-inch iPad Pro (All models)
- iPad Air (4th Gen and later)
- iPad mini (6th Gen)

Use Quick Notes

With iOS 15, Apple added a handy Quick Notes feature to the iPad that's designed for jotting down notes without having to open up the Notes app. Quick Notes can be used with or without an Apple Pencil, and the interface can be accessed at any time with a simple gesture.

- In any app, or on the Home Screen, swipe up diagonally from the right hand corner of the screen.
- You can do the diagonal swipe in either portrait or landscape mode - it works the same.
- Type your notes or write with the Apple Pencil.
- Swipe to collapse the Quick Note to the side if you want to hide it temporarily and bring it back to look something up.
- Tap "Done" when you're finished.

Tip: You can also get to Quick Notes through the Control Center by tapping on the Notes icon, or by using the Globe key + Q keyboard shortcut. If you have an Apple Pencil, you can also tap it on the iPad's locked screen to bring up a note.



Multitask with Stage Manager

iPadOS 16 introduces a new multitasking interface called Stage Manager, which is meant to be more like Mac multitasking. Some people like Stage Manager, and some people find it to be too buggy to be functional, but you can try it out to see how it works for you.

Stage Manager is system intensive and can be used with a limited number of iPad models, and it supports using up to four apps at once on the iPad itself.

- iPad Pro 12.9-inch (3rd generation and later)
- iPad Pro 11-inch (1st generation and later)
- iPad Air (5th generation)

Here's how to turn Stage Manager on and off on a compatible iPad:

- Swipe down from the right corner of the screen to open up Control Center.
- Tap on the Stage Manager button that looks like a rectangle with three squares on the left of it. You can tap it to toggle Stage Manager on or off.



Alternatively, open up the Settings app, select Home Screen and Multitasking, and then Choose Stage Manager to turn it on or off.

Stage Manager can also be used with an external display on select iPad models, and on these models, you can use up to eight apps at once by dragging four over to the external display. iPadOS 16.2 is required for this feature, as is an iPad with an Apple silicon chip.

- iPad Pro 12.9-inch (5th generation and later)
- iPad Pro 11-inch (3rd generation and later)
- iPad Air (5th generation)

Find Anything With Spotlight

If you don't already use Spotlight on your iPad, it's the best way to find just about anything. To get to it, just go to the Home Screen and swipe down.

In addition to Siri Suggestions, which offers up apps you might want to access based on your usage history, there will be a search bar. Tap into it and you can search for all manner of things. Just some of what you can use Spotlight for:

- Finding and launching apps you have installed
- Finding new apps in the App Store
- Rearranging apps (search for an app and then drag it out of Spotlight to the Home Screen)
- Installing apps (after a search, tap on "Get")
- Deleting apps (long press and choose delete)
- Looking for photos (search by date, person, or object in the photo)
- Facts about actors, actresses, and other well-known people
- Information on contacts
- Web images (search for [subject] images)
- Converting measurements
- Converting currency
- Simple calculations
- Find content in Notes, Messages, and other apps

Tip: If you swipe down from the Lock Screen on your iPad, you can get to a Spotlight Search interface without having to unlock your device.

Check the Weather

There's a dedicated Weather app on the iPad as of iPadOS 16, so you can get all the weather info you're used to seeing on your iPhone on your iPad.

Just open up the Weather app to see the weather in your location or a location of your choice, with 10-day forecasts, precipitation charts, and other modules that show you in-depth information on metrics like humidity, air quality, wind speed, sunset/sunrise times, pressure, visibility, and more.

