

Using the Control Center

The Control Center is a panel containing commonly-used options within the **Settings** app, and is an excellent option for when you do not want to have to go into Settings.

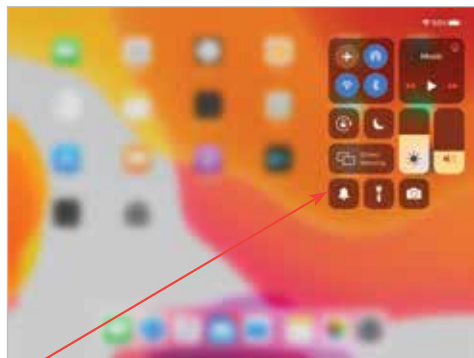
Accessing the Control Center

The Control Center can be accessed from any screen within iPadOS 13, and it can also be accessed from the Lock screen:



AirDrop is the functionality for sharing items wirelessly between compatible devices. Tap once on the **AirDrop** button in the Control Center and specify whether you want to share with **Contacts Only** or **Everyone**. Once AirDrop is set up, you can use the **Share** button in compatible apps to share items such as photos with any other AirDrop users in the vicinity.

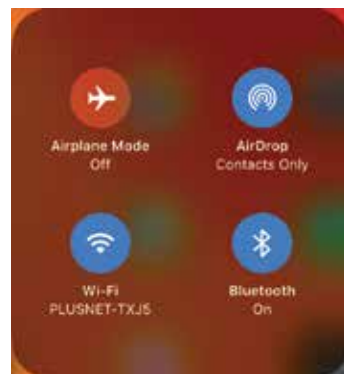
- 1 Swipe down from the top right-hand corner of the Home screen, or any app, or the Lock screen, to access the Control Center panel



Control Center functionality

The Control Center contains items that have differing format and functionality. To access these:

- 1 Press on the folder of four icons to access the **Airplane Mode**, **AirDrop**, **Wi-Fi** and **Bluetooth** options



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Press on the **Music** button to expand the options for music controls, including playing or pausing items and changing the volume. Tap once on this icon to send music from your iPad to other compatible devices, such as AirPods headphones or HomePods (Apple's wireless speakers)



3

Tap once on individual buttons to turn items On or Off (they change color depending on their state)



4

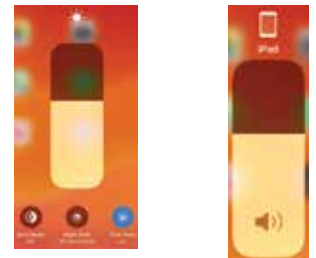
Drag on these items to increase or decrease the screen brightness and the volume



When **Airplane Mode** is activated in the second Step 1 on the previous page, the network and wireless connectivity on the iPad is disabled. However, it can still be used for functions such as playing music or reading books, as long as they have been downloaded to the iPad.



Press on the brightness and volume buttons to access panels that allow greater precision by dragging on their respective bars.



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Control Center options

Items in the Control Center can be accessed as follows:



Press on the **Flashlight** button to access bars for the strength of the flashlight. Drag on the bars to alter the level of the flashlight.






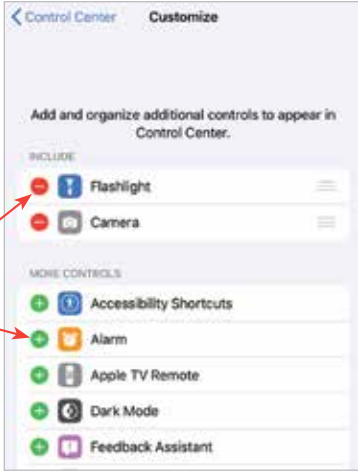

- Tap once on this button to turn **Airplane Mode** On or Off. 
- Tap once on this button to activate **AirDrop** for sharing items with other AirDrop users. 
- Tap once on this button to turn **Wi-Fi** On or Off. 
- Tap once on this button to turn **Bluetooth** On or Off. 
- Tap once on this button to **Lock** or **Unlock** screen rotation. If it is locked, the screen will not change when you change the orientation of your iPad. 
- Tap once on this button to **Mute** all sounds. 
- Tap once on this button to turn **Do Not Disturb** mode On or Off. 
- Tap once on this button to turn On the **Flashlight**. Press on the button to access the option to change the brightness (see tip). 
- Tap once on this button to open the **Camera** app. Press on the button to access options for taking a selfie (a self-portrait), recording a video, recording a slow-motion video and taking a standard photo. 



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Customizing the Control Center

The items in the Control Center can be customized so that items can be added or removed. To do this:

- 1 Tap once on the **Settings** app 
- 2 Tap once on the **Control Center** tab 
- 3 Tap once on the **Customize Controls** button 
- 4 The items currently in the Control Center are shown at the top of the window; those that can be added are below them. Tap once on a red icon to remove an existing item, or tap once on a green icon to add new items to the Control Center 
- 5 Items that are added in Step 4 are included in the Control Center, and can be accessed from here 



The Control Center also has a Screen Mirroring option, for displaying what is on the iPad on a compatible High-Definition TV.

