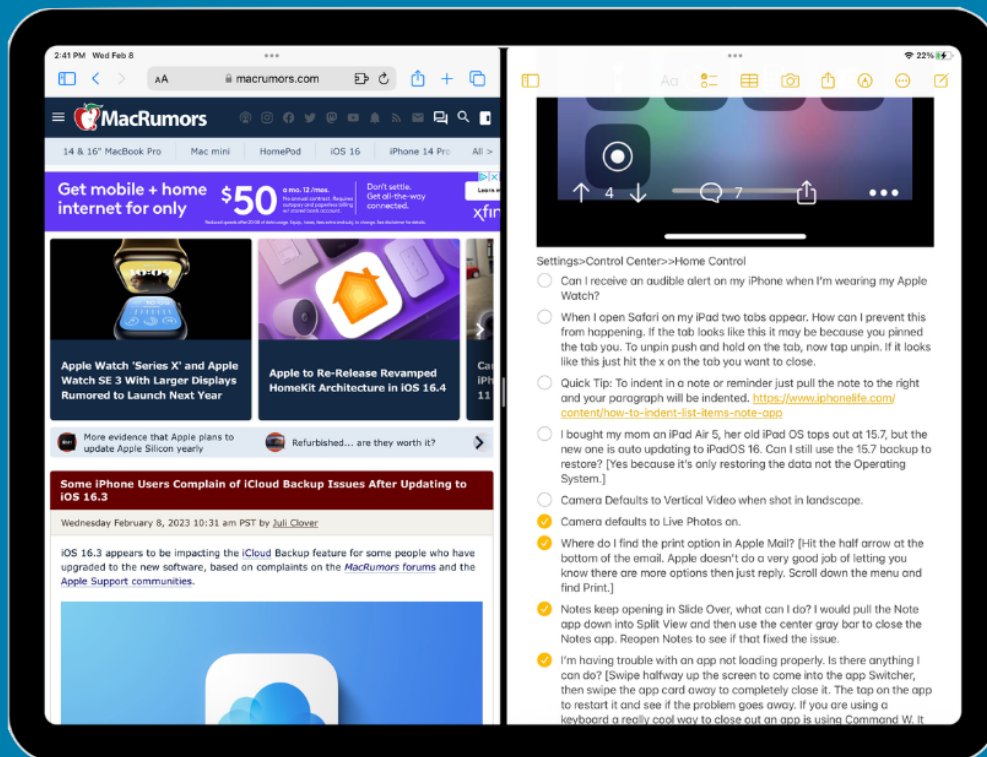


ellen's tips for ios

Deep Dive into Split View on the iPad



Split View allows you to divide your iPad display and have two apps or windows side by side.

In this post, we'll dive into Split View, showing you how to enter, use and exit Split View in iPadOS 16.

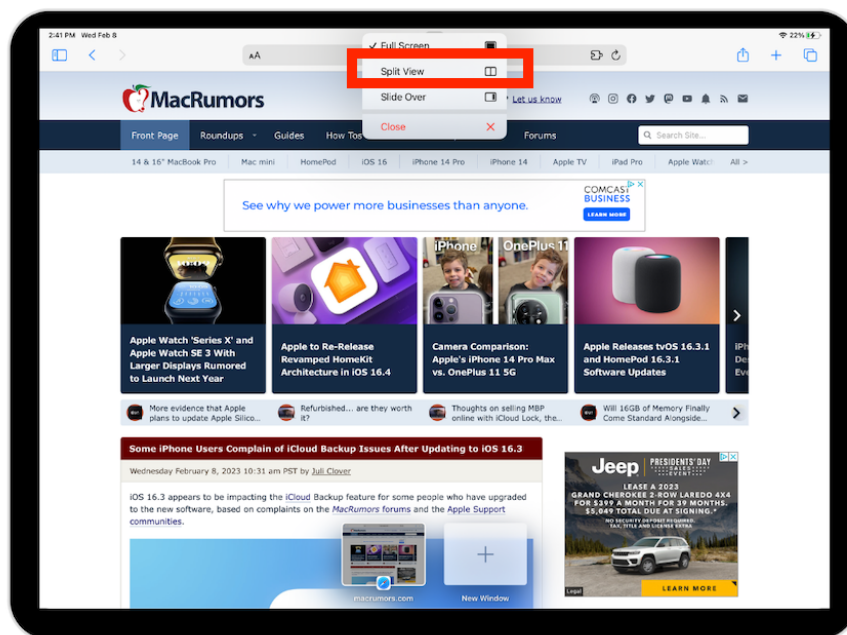
Note: Split View is not available on the iPhone.

Open Two Apps at the same time in Split View

Option 1: Use the Multitasking icon

Choose an app and tap it to open it. In this case, I'll open Safari on my iPad.

Tap the Multitasking icon (three dots) at the top of the screen. Select Split View.



The app almost disappears to allow you to see the Home Screen.

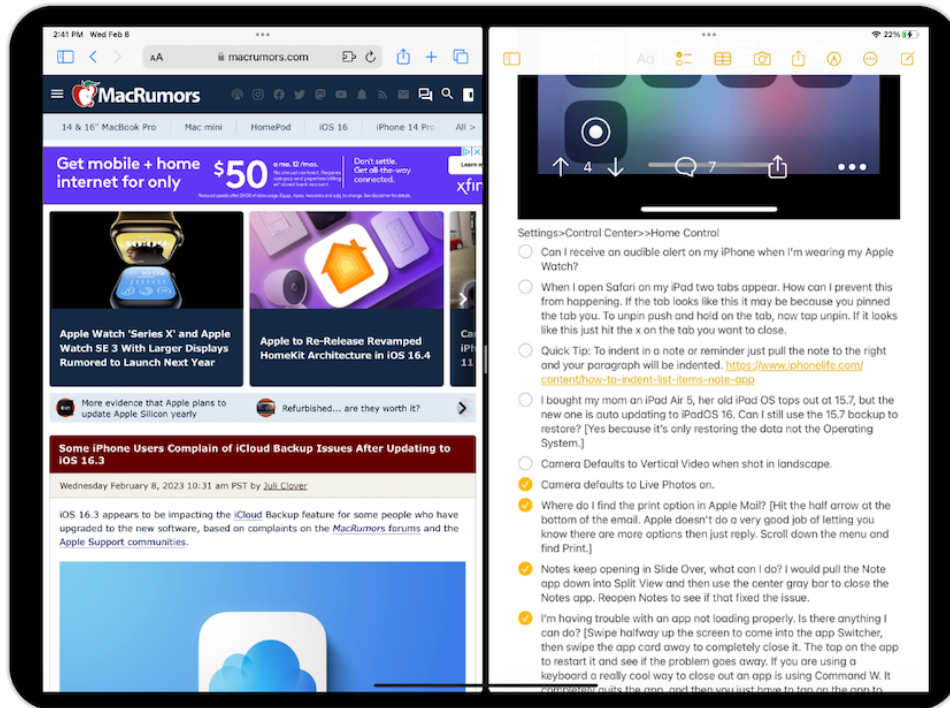
The Safari app slides all the way to the left



Select the next app

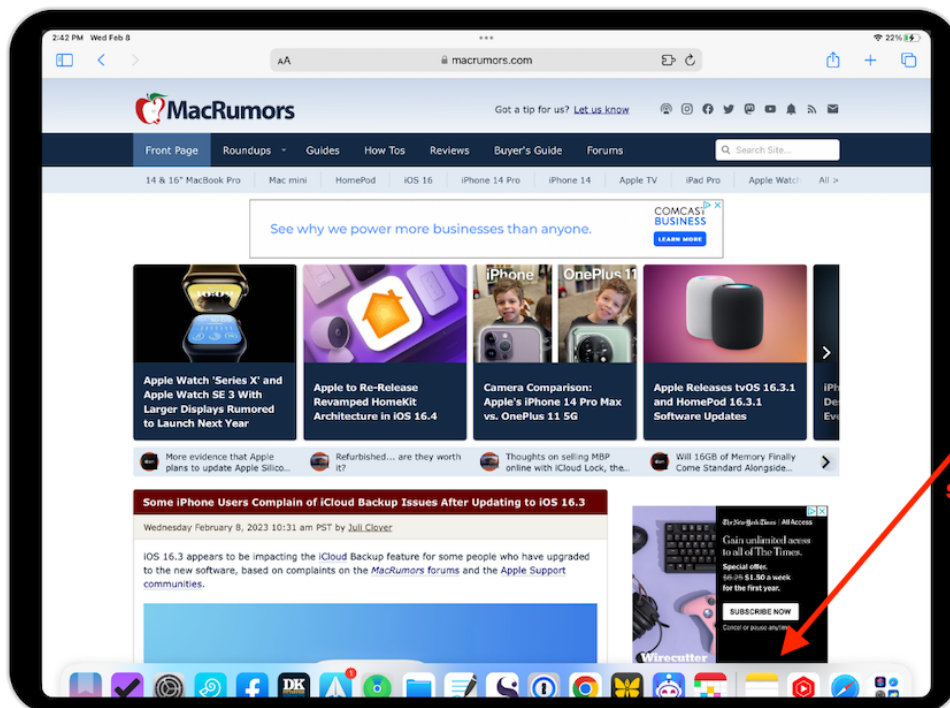
Tap the second app you want to open. You can choose the app from the dock, App Library or Home Screen. Let's choose the Notes app.

Now you'll see the two apps. Each sharing half the screen.

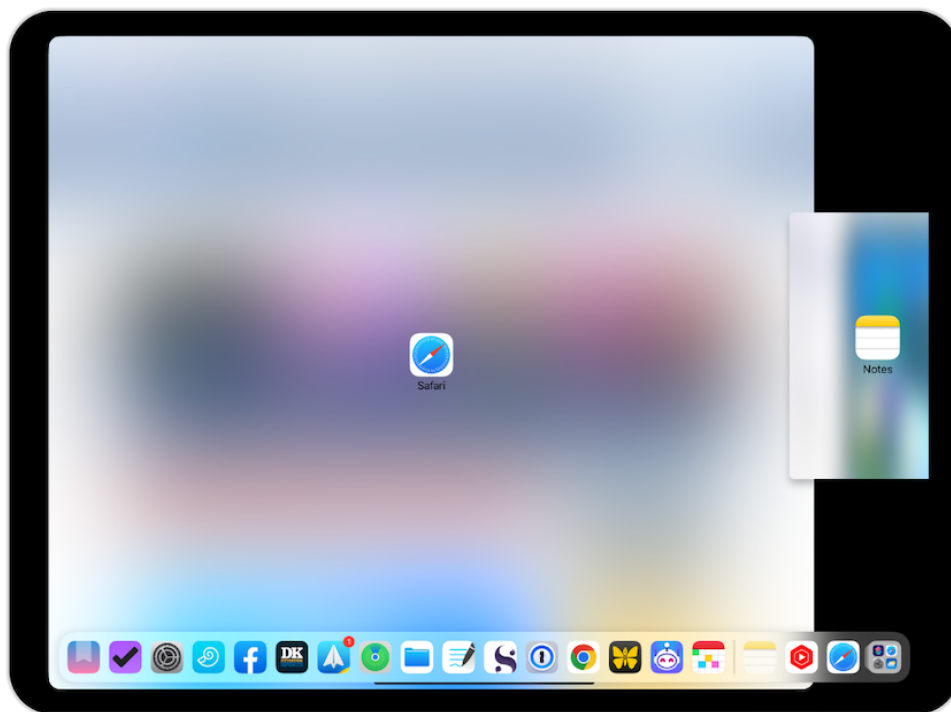


Option 2: Use the Dock

Open the first app; slowly Swipe up from the bottom of the screen to access the dock.



Next, push and hold on an app in the dock and drag it to either the right or left side of the screen. When you see the animation, let go of the app, and both apps will share the screen.



Push and hold on the app you want to add and drag it over towards the edge of the screen. You can drag to either side.

If you drag the app over the first app, it will open in Slide Over, so be sure to pull the app toward the edge of the screen.

Option 3: Use the App Library

Open the first app. Swipe up slowly to reveal the dock. Tap the App Library icon on the far right.



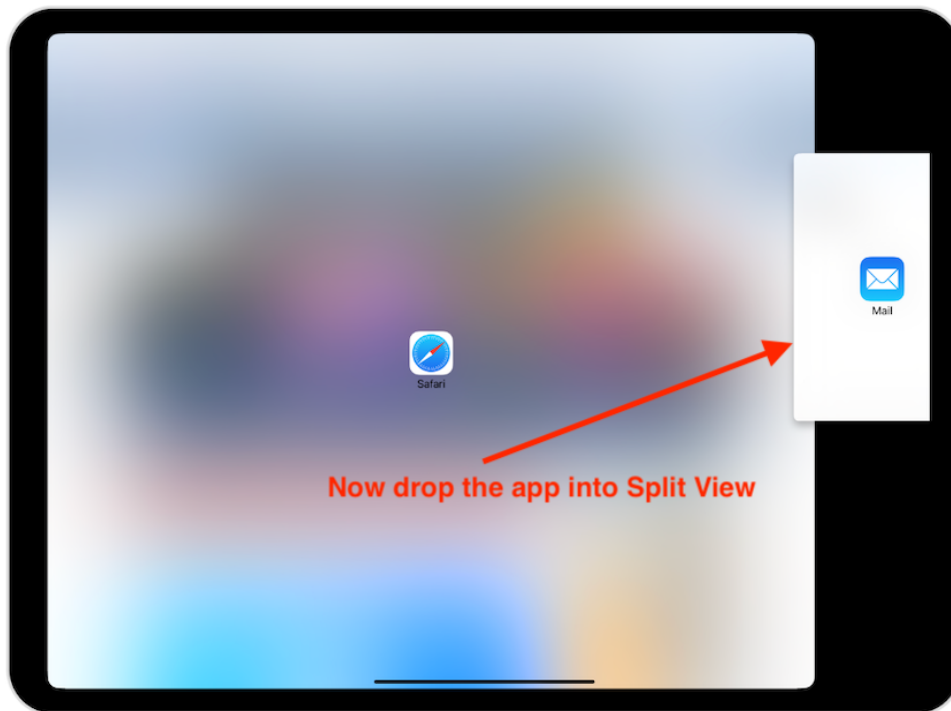
Open the first app. Slide up from the bottom of the screen to expose the dock. Tap the app Library to open

Push and hold on to the app you want to open to share the screen.



Push and hold on the app and then drag it towards the outside of the library. The Split View automation will appear and you can drop it into place.

Drag the app to either edge of the iPad screen.

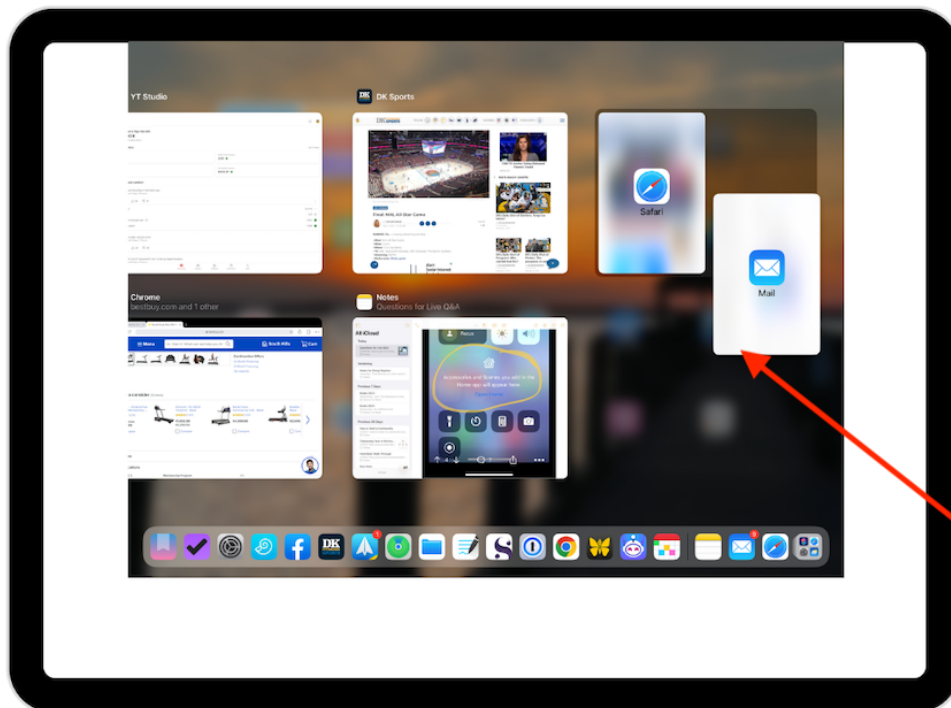


Option 4: Use the App Switcher to enter Split View

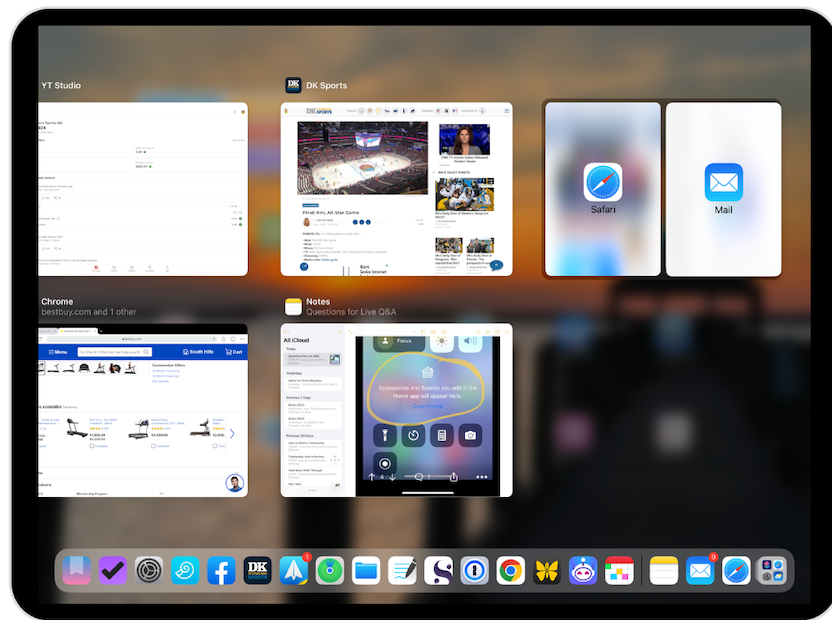
Swipe halfway up from the bottom of the screen until you enter the App Switcher, which shows all of your open apps.



Push and hold on to an app tile and now drag the app tile on top of another app.



You'll see they appear together. Just tap on them to open them.



Tap on the apps to open them in Split View

Option 5: Spotlight Search

This method works best with a keyboard attached to your iPad. Open the first app.

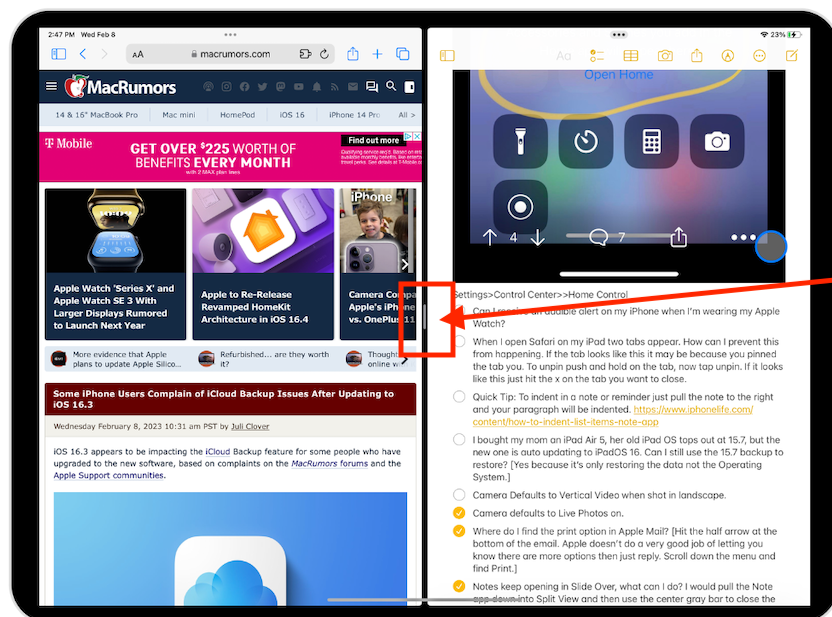
Press the Command + Space Bar keys together to open Spotlight Search.

Type the Name of the second app. It will appear in the suggestions. Then, use the mouse pointer or your finger and drag it to the left or right edge of the screen to enter Split View.

Resize the Split View Screen

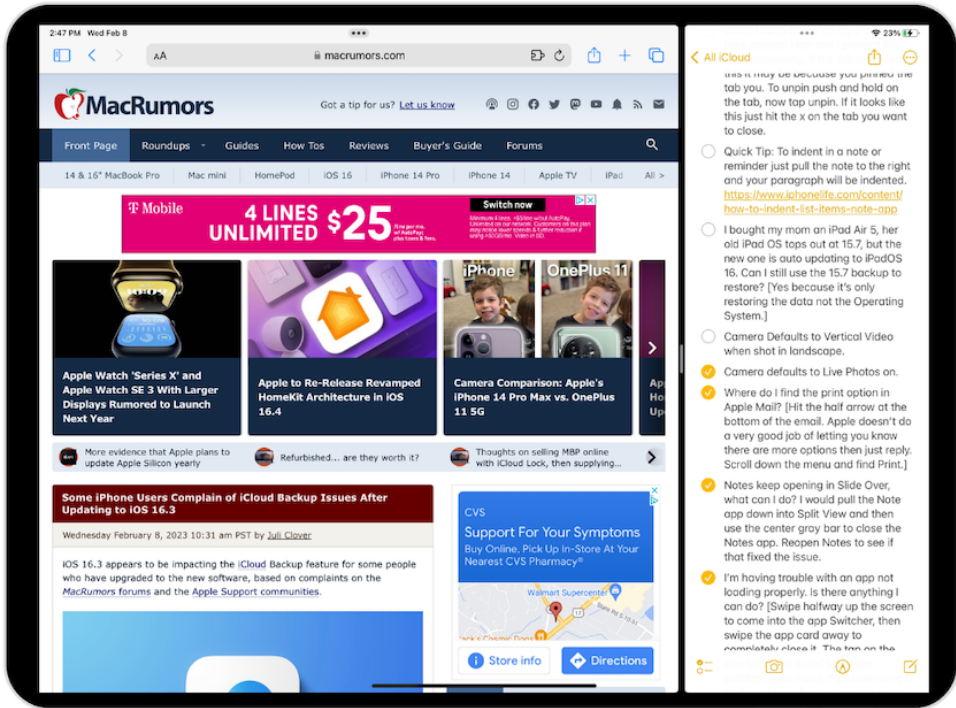
Once you're in Split Screen, the default view divides the two apps in half, each having 50% of the screen. But you can set either app to 75%.

Touch the middle divide, the gray line, and drag it to the left or right.



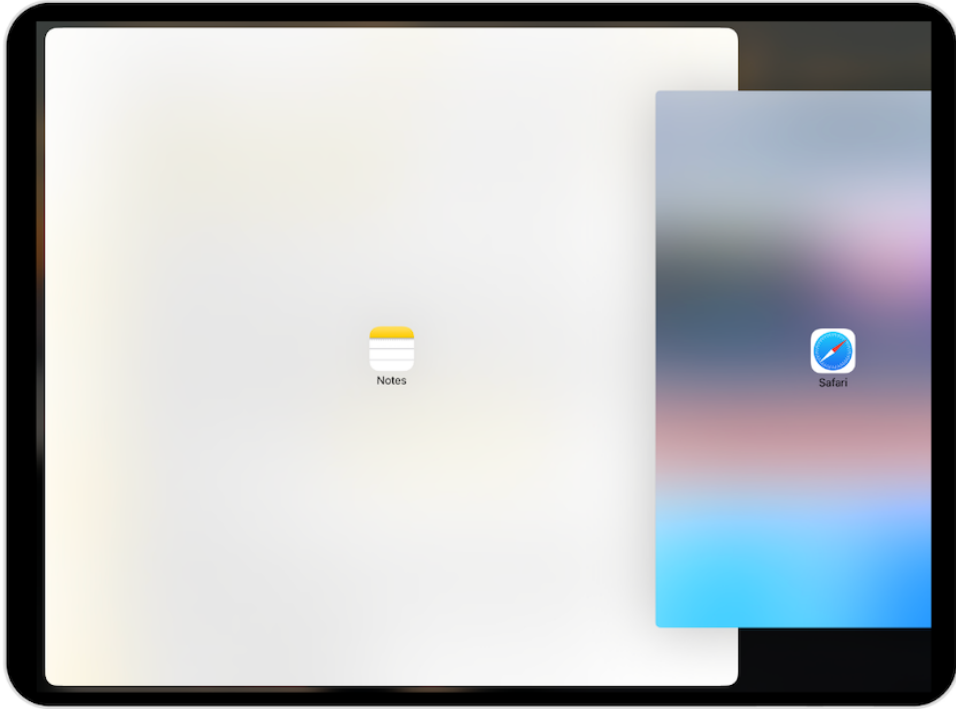
To resize the window grab and hold the gray bar. Slide to either side depending on the app you want to be 75% or 25% of the screen

Now one app will be 75% of the screen while the other is 25%. Dragging the gray divider to either side will allow you to exit.



Safari 75%
Notes 25%

To change the positions of the apps, push and hold on to the multitasking icon (three dots at the top of the app). Now drag the app to the other side and let go.



To switch
positions of the
apps grab the
multitasking icon
at the top of the
screen and drag it
to the other side

Drag and Drop Between apps

With two apps open you can easily select text, images, files, and more from one window and drag it to the other window.

Example: I can open Safari and the notes app. I'll highlight some text in Safari and then drag that text over to the notes app to add it to a note.



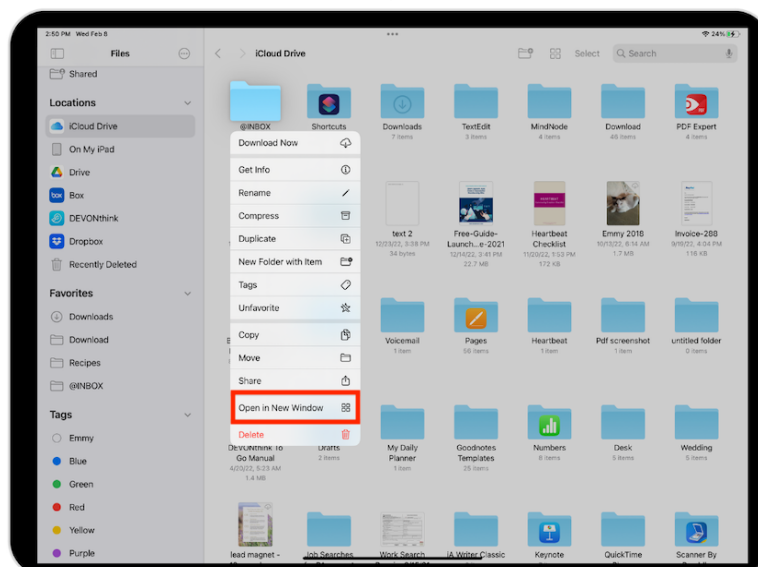
Push and hold on an image and drag it into Notes

Select some text and then push and hold on the text and drag into the Notes app

Open the Same app in Split View

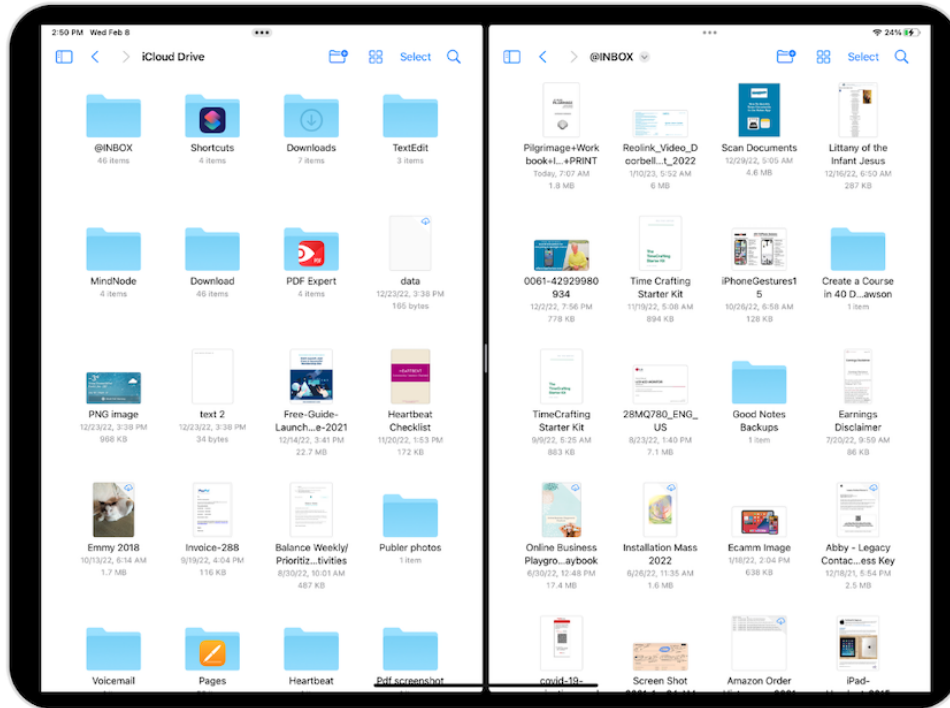
Some apps like Files, Notes, Messages, Calendar, Reminders, Maps, Stocks, Contacts, Freeform, Keynote, Numbers, and Pages support multiple windows. This means you can open two windows of the same app. So you can use most of the options above except for option 4. But here's another way.

- Let's open the files app
- Push and hold on a folder
- Tap Open in New Window



Open the files app. Push and hold on a folder to access the menu. Tap Open in New Window

For apps like Files and Safari, you'll notice they immediately open a new window in Side By Side.



Apps, like Messages and Notes that supports Center Window, means the conversation or note opens the window in the middle of the screen like a pop-up. Just tap on the Multitasking icon, choose Split View, and select Left Split or Right Split.

Multiple apps in Split View

Enter the app switcher to view all the app pairs you have opened in Split View.



Exit Split View

To exit Split View, you can drag the grey divider to the edge of the screen. This will force one app to take over the whole screen.



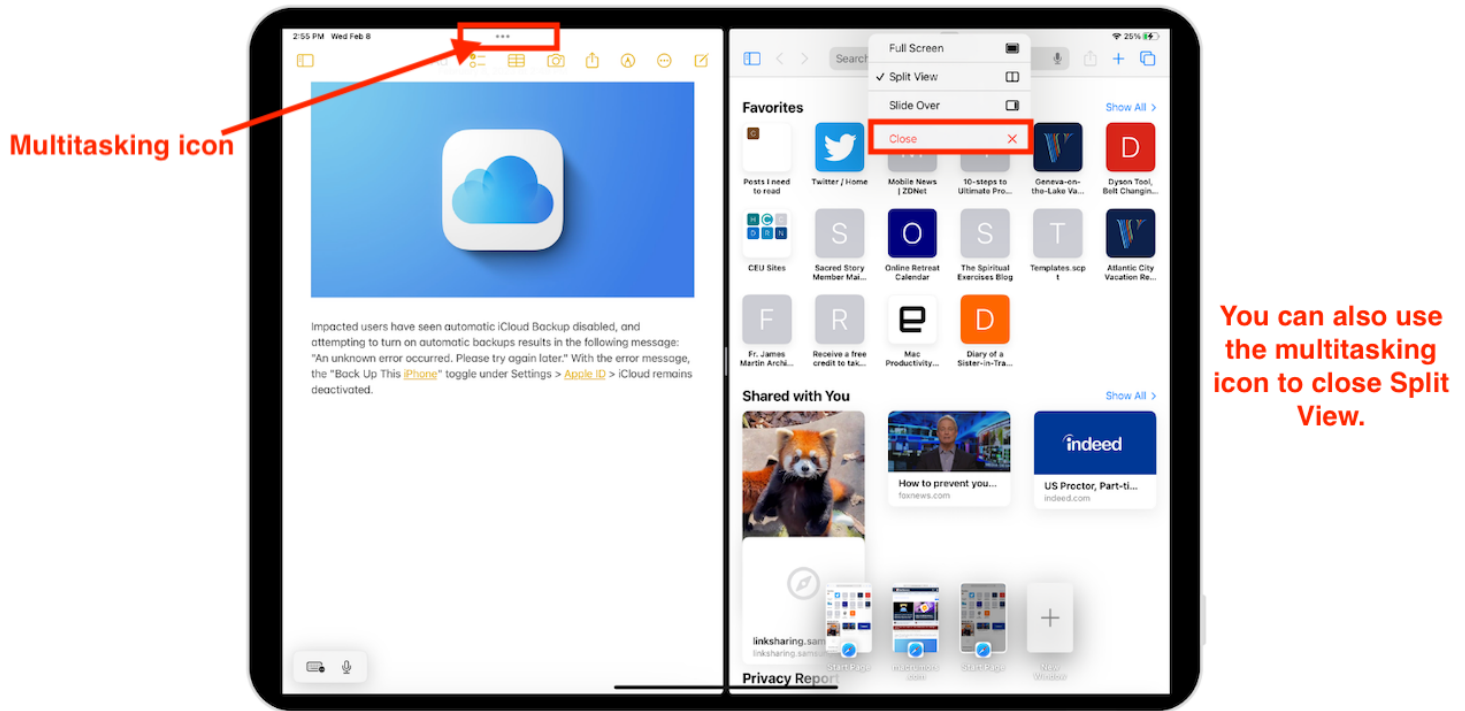
To Exit Split View. Push and hold on the gray bar and slide either direction all the way to the edge of the screen. This forces one app to open full screen

You can also use the app switcher and swipe up on one of the apps, and that app will be closed. If you tap on the remaining app, it will open full screen.



In the App Switch just swipe an app that's in Split View to the top of the screen to remove it from the Split View window

Use the Multitasking icon and choose close, which will quit that app and open the other app to full screen, or you can choose Full screen, which will close the other app.



Conclusion

Do all apps support Split View? Unfortunately, no! The Settings app, Garage Band, iMovie, Camera, Photo Booth, iTunes Store, and a few others cannot be opened in Split View.

The same goes for opening more than one window of the same app. Some apps, like the App Store, allow Split View but don't support opening two windows.

Let me know if you enjoy using Split View, or if you haven't tried it yet, give it a try. It can be handy.

Need help with your device? I'm always available [Free Tech Consult](#).

Like Video instead? Head to my [YouTube channel](#) for more great tips.



Are You Struggling with Learning How to Use Your iPad and iPhone?

Here's where I come in.

I can help you stay up to date on the ever changing software and yearly device upgrades. I can show you tips and tricks that will make using your device a pleasant experience! Need technical support? I can help with that too.

***Check out my free 30 minute consult.
Let's get you on track as quickly as
possible!***

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