AirDrop is a feature on your iPad that allows you to share documents, photos, videos and other items via Bluetooth and wi-fi with other users who also have AirDrop on their devices.

While on the item(s) you wish to share, tap the share button. Then choose the person or people you want to send the item to.

You may get a message that says waiting – this means your iPad is connecting with the other person’s device.

Then you will see that the item(s) is sending.

The other person will see the following on their device:

When the transfer is complete, your device will say sent, and the items will appear on the other person’s device. Voila! Your items have been sent!

You can customize who can send you items via AirDrop, and you can turn off the AirDrop feature if you don’t want to be able to send or receive files in this manner.

Swipe up from the bottom of your iPad to enable the Control Center where you will find the AirDrop settings.