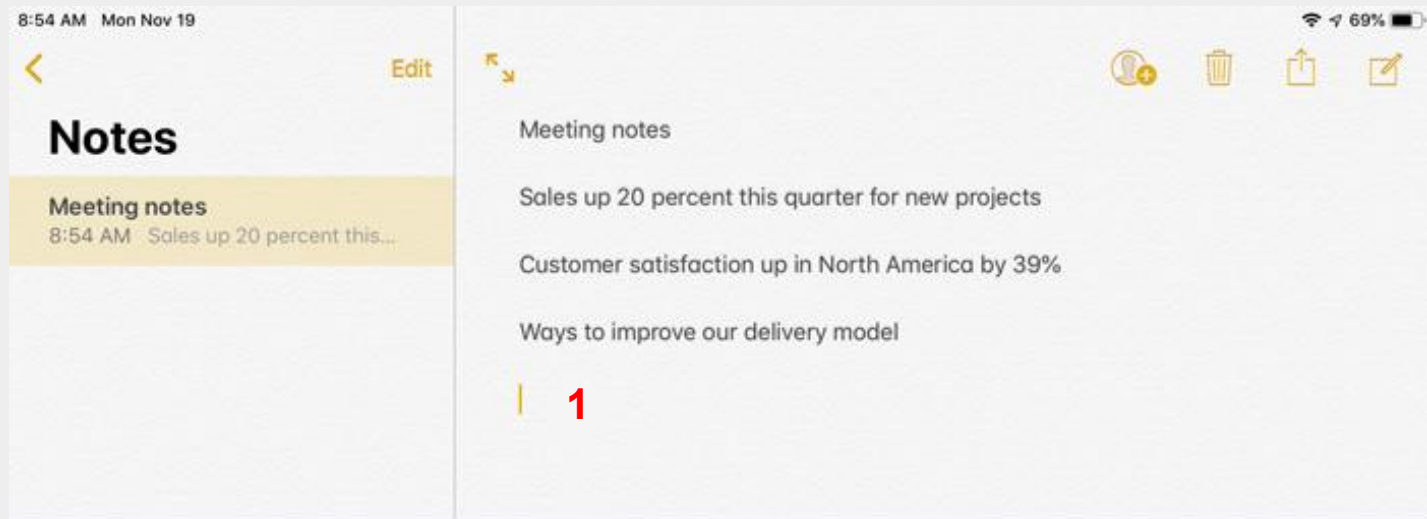


The Keyboard (iPad or iPhone)

- **To access the keyboard:**
 - The iPad's virtual keyboard will appear whenever you tap a text field.
 - For example, the keyboard will appear when composing an email, writing a note, or entering a website address.
 - The iPad's virtual keyboard includes several features that make typing on your device faster and easier.





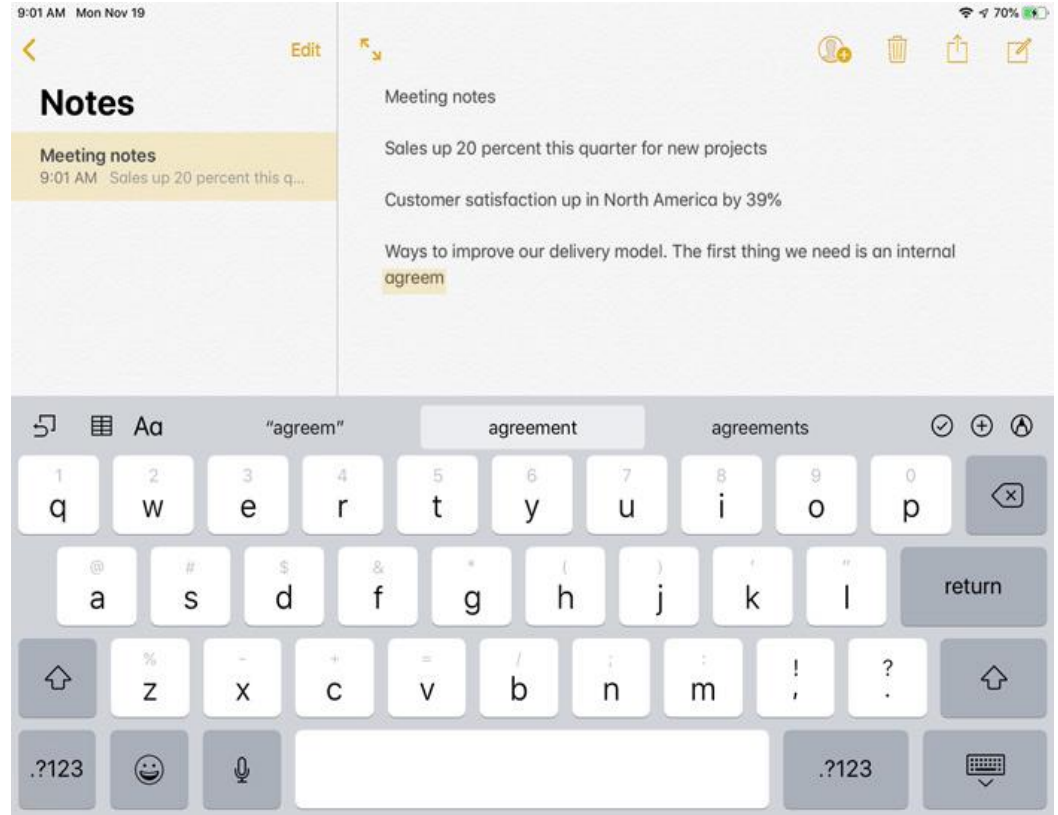
1. The Cursor
2. Predictive Text
3. Backspace Key
4. Letter Keys
5. Shift Key
6. Numbers & Special Characters
7. Emoji Keyboard
8. Voice Dictation
9. Spacebar
10. Hide Keyboard

SPACEBAR



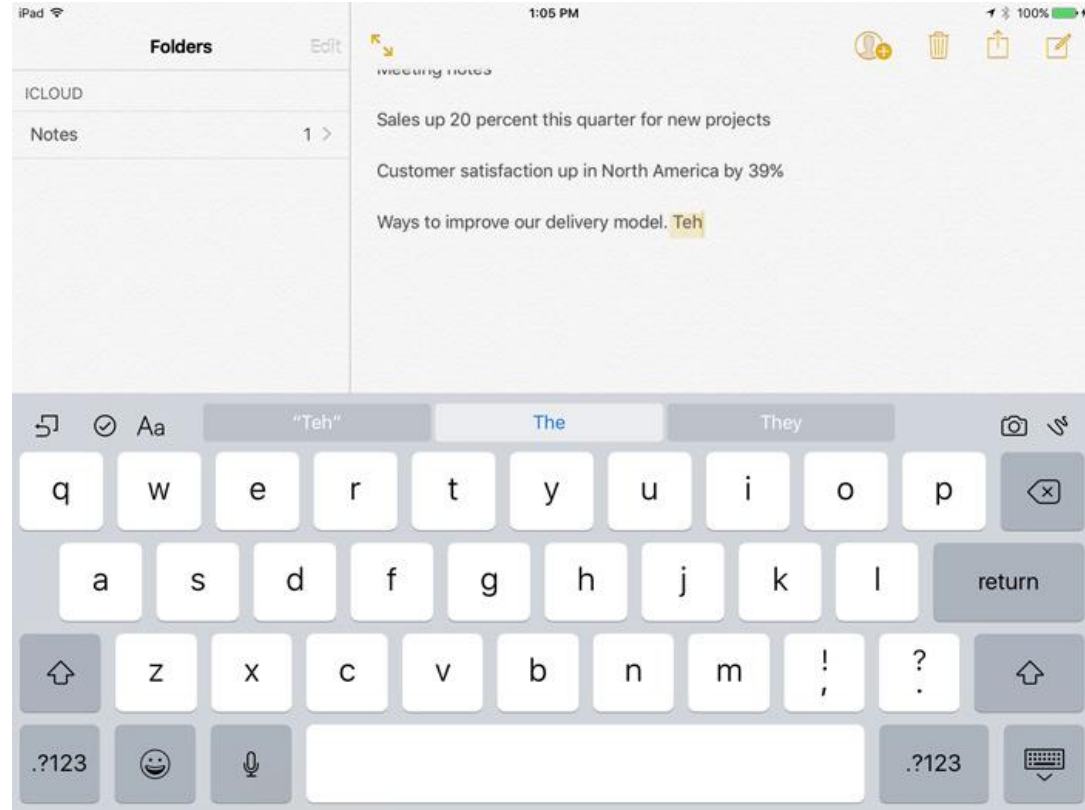
Keyboard: Suggestions

The iPad will offer suggestions for certain words as you type. When typing, simply tap the spacebar to use a suggestion. In the example below, we used the suggestion to change **agreem** to **agreement**. To dismiss a suggestion, just ignore the suggestion and continue typing.



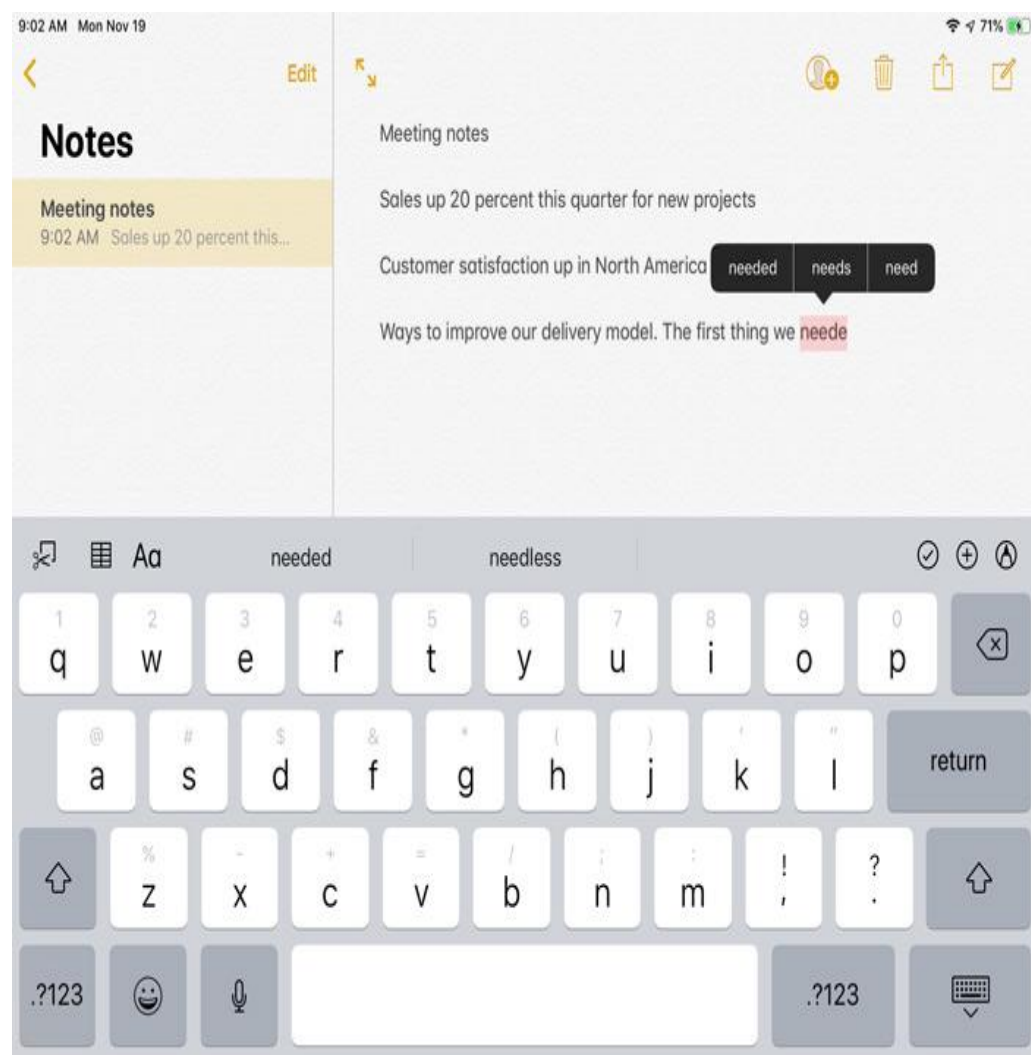
Keyboard: Auto-Correction

- The iPad will correct commonly misspelled words automatically. For example, **teh** will be corrected to **the**.
- While it's a powerful feature, Auto-Correction isn't perfect. And because it happens automatically, you may not always notice when something is changed. You should always review your text to make sure it's correct.



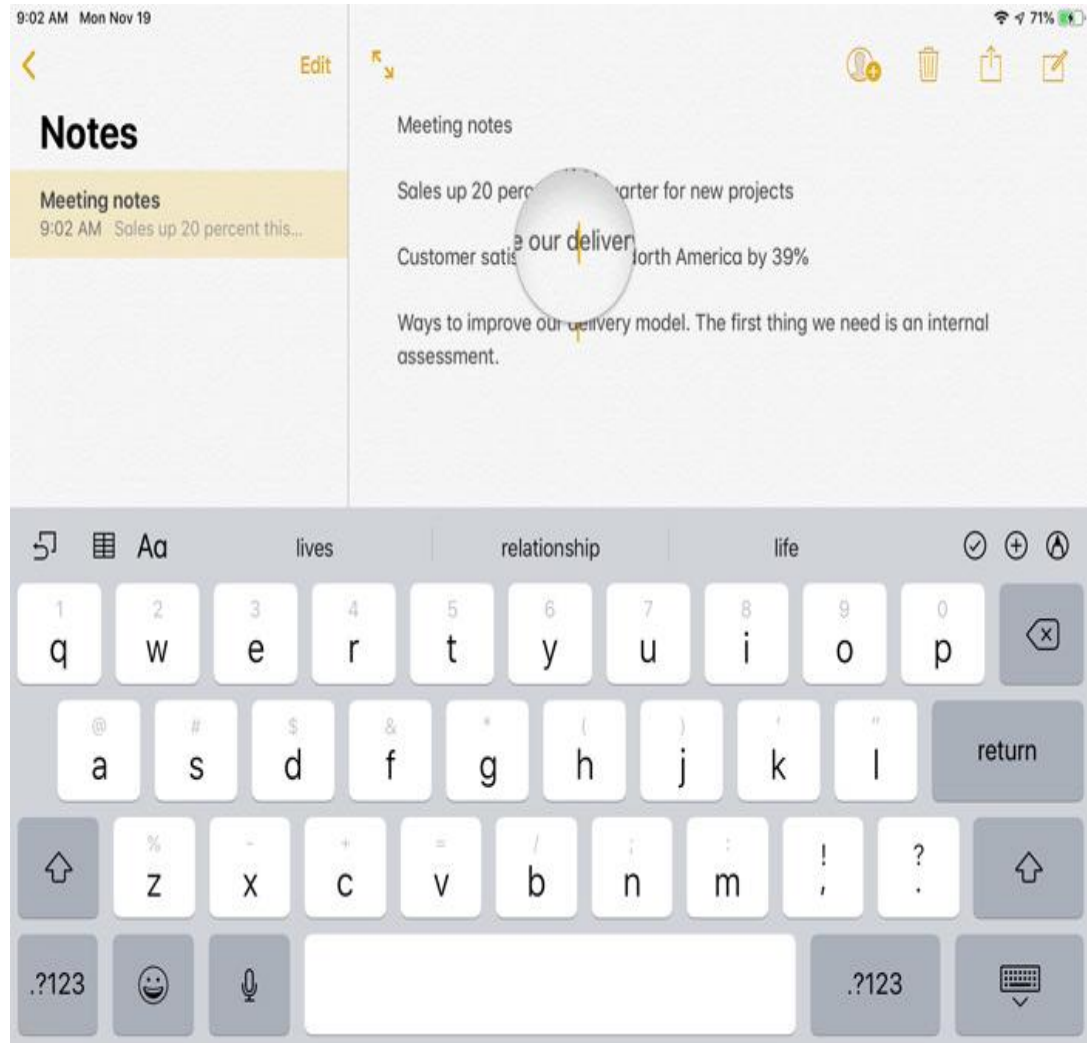
Keyboard: Spell Check

- In addition to Auto-Correction, the iPad will note spelling errors as you type.
- Any misspelled words will be underlined in red.
- To view possible suggestions for a spelling error, tap the word.
- A list of possible spellings will appear. Simply tap a suggestion to replace the existing word.



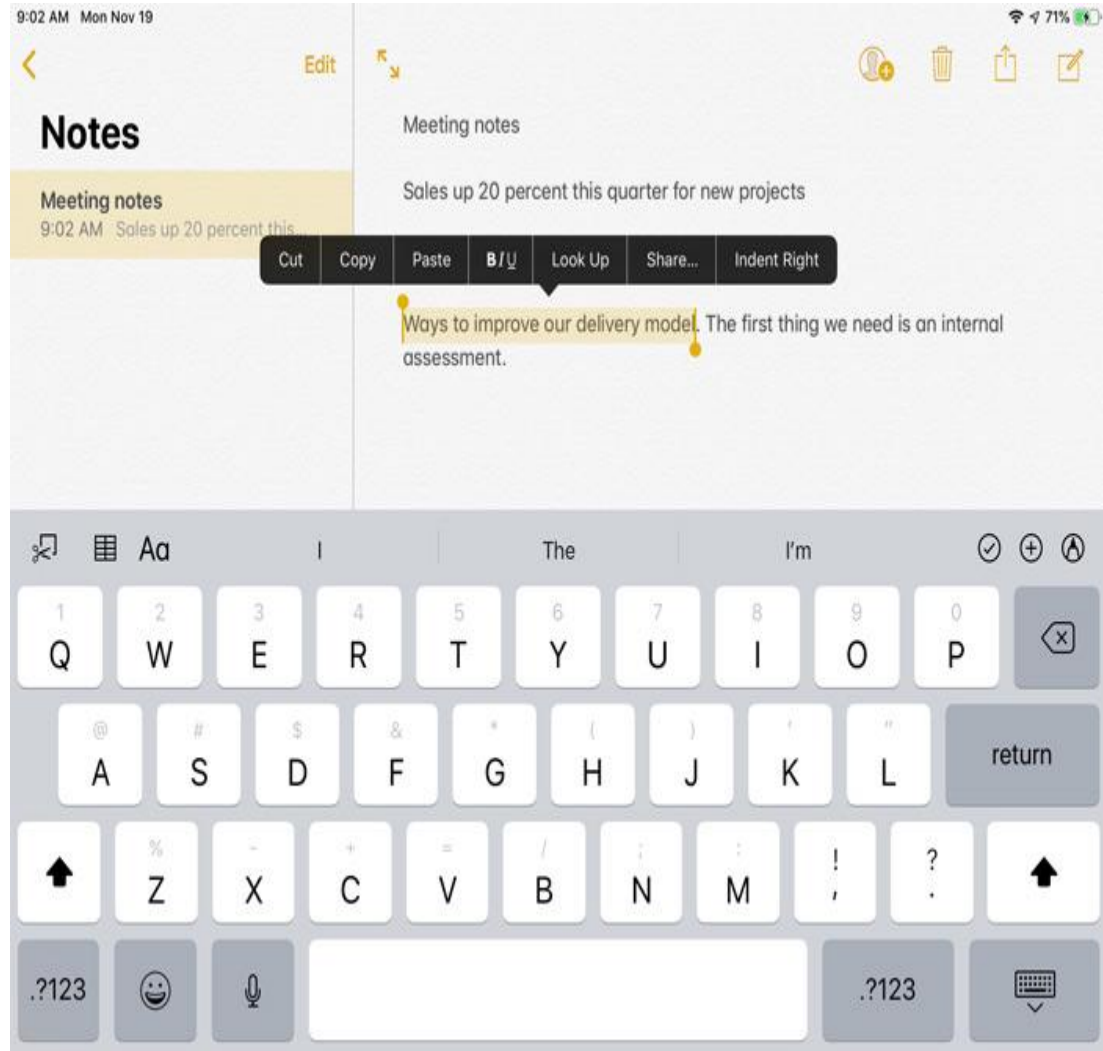
Keyboard: Moving the Cursor

- Sometimes you may find that you want to edit something at the beginning of a sentence or paragraph.
- Instead of deleting the existing text and starting over, you can move the cursor to the desired location.
- To move the cursor, simply tap the desired location.
- If you need more control, press and hold the screen, on the letters, then (without lifting your finger) drag the magnifying glass to choose a location for the cursor.



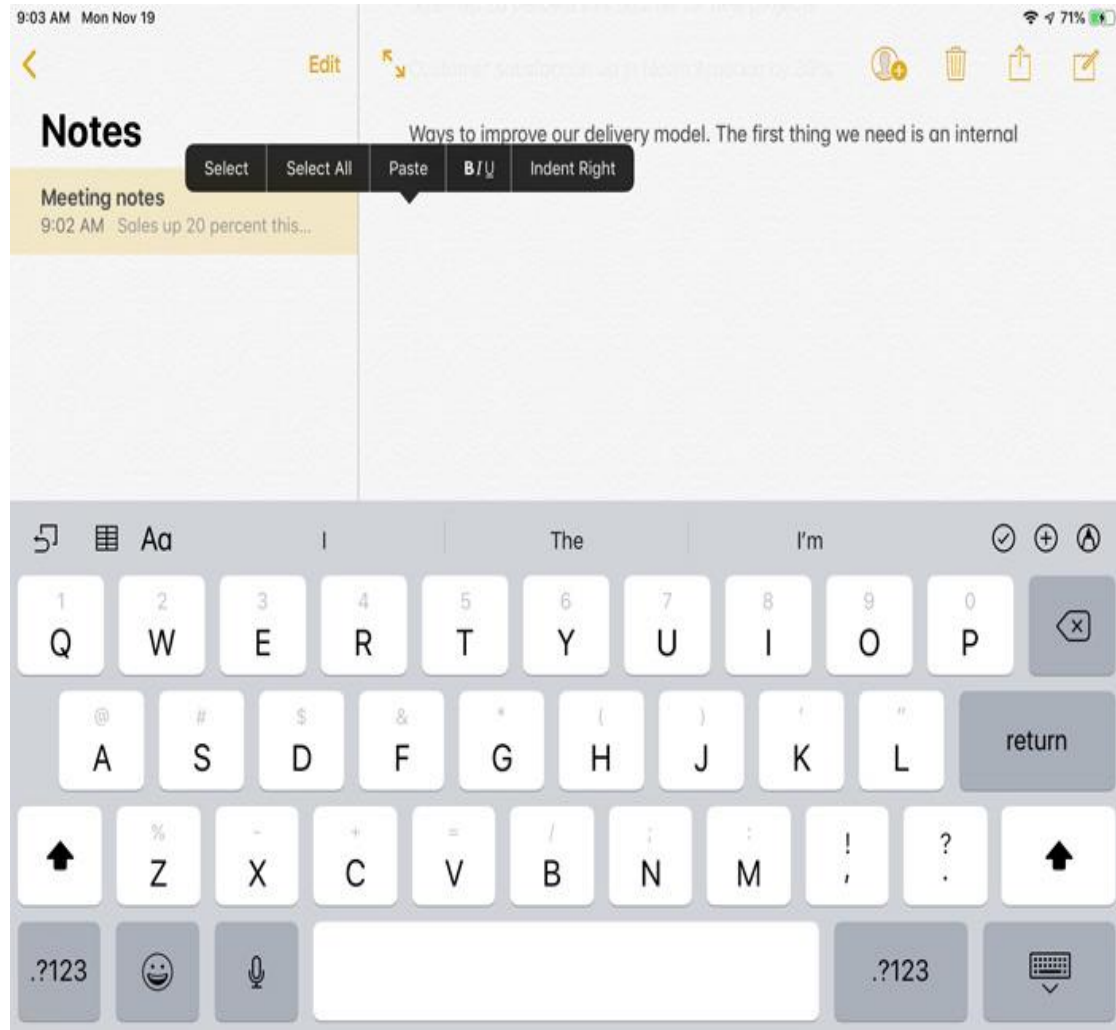
Keyboard: To Copy and Paste Text

- If you want to move text from one location to another, you can **copy and paste it**.
- This is especially helpful if you want to move text among different apps.
- For example, you might find some useful information in **Safari** and then copy and paste it into the **Notes** app.
 - The next slides illustrates how to do this.



Keyboard: To Copy and Paste Text (con't)



1. First you'll need to **select** the text you want to copy. Double-click the screen next to the text you want to select, then drag the handles to select the text
2. Menu options will appear above the selected text, including **Cut**, **Copy**, and **Paste**. We'll tap Copy.
3. Double-tap the desired location for the text, then tap **Paste**.
4. The copied text will appear.



Keyboard: Dictation



Tap to begin dictation.

1. Make sure dictation is turned on
 - a. Got to setting → General → Keyboard
2. Tap  , then speak
3. When you finish, tap keyboard icon
4. To insert text by dictating
 - a. Tap to place the insertion point
 - b. Then tap 
 - c. You can also replace selected text by dictating

Keyboard: Dictation

(Add punctuation or Format Text)

- While dictating text, say the punctuation or formatting.
- For example:
 - “Dear Mary comma the check is in the mail exclamation mark”
(becomes)
 - “Dear Mary, the check is in the mail!”



Tap to begin dictation.

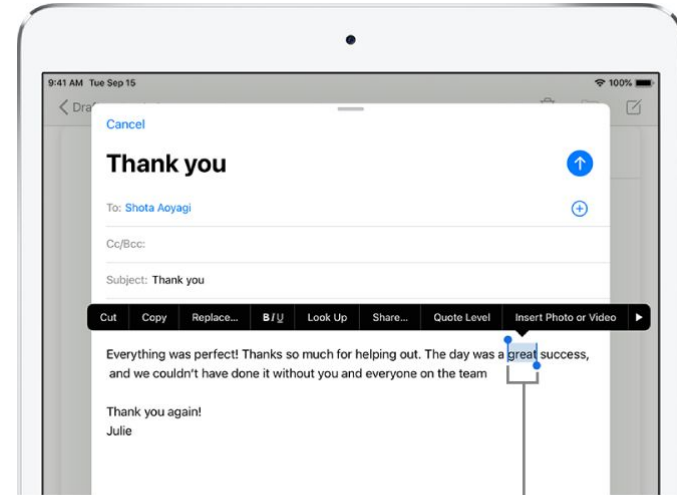
Keyboard: Dictation (Add punctuation or Format Text)



- Punctuation and formatting commands include the following:
 - Period, comma, exclamation point, question mark, dollar sign
 - Open parenthesis ... close parenthesis
 - Quote ... end quote
 - New paragraph, newline, colon, semicolon
 - Cap -- to capitalize the next word
 - Caps on ... caps off -- to capitalize the first character of each word
 - All caps -- to make the next word all uppercase
 - No caps on ... no caps off -- to make the enclosed words lowercase
 - No space -- eliminate space between two words
 - No space on ... no space off -- series of words with no spaces
 - Smiley -- insert :-)
 - Frowny -- insert :-(
 - Winky -- insert ;-)
 - Hash tag

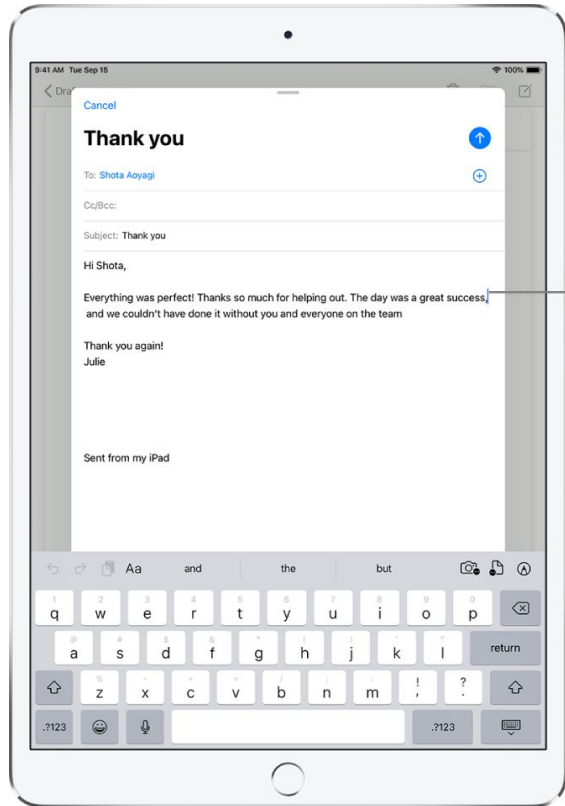
Keyboard: Select and Edit Text

- To select text, do any of the following:
 - Select a word: Double-tap with one finger
 - Select a paragraph: Triple-tap with one finger
 - Select a block of text: Double-tap and hold the first word in the block and drag the last word.
- After selecting you can revise as follows:
 - Cut: tap Cut
 - Copy: tap Copy
 - Replace: view suggested replacement text
 - B/I/U: Bold, Italics, Underline



Tap the selected text
to see options.

Keyboard: Insert text by typing



Tap to place the insertion point, or move the insertion point by dragging it.

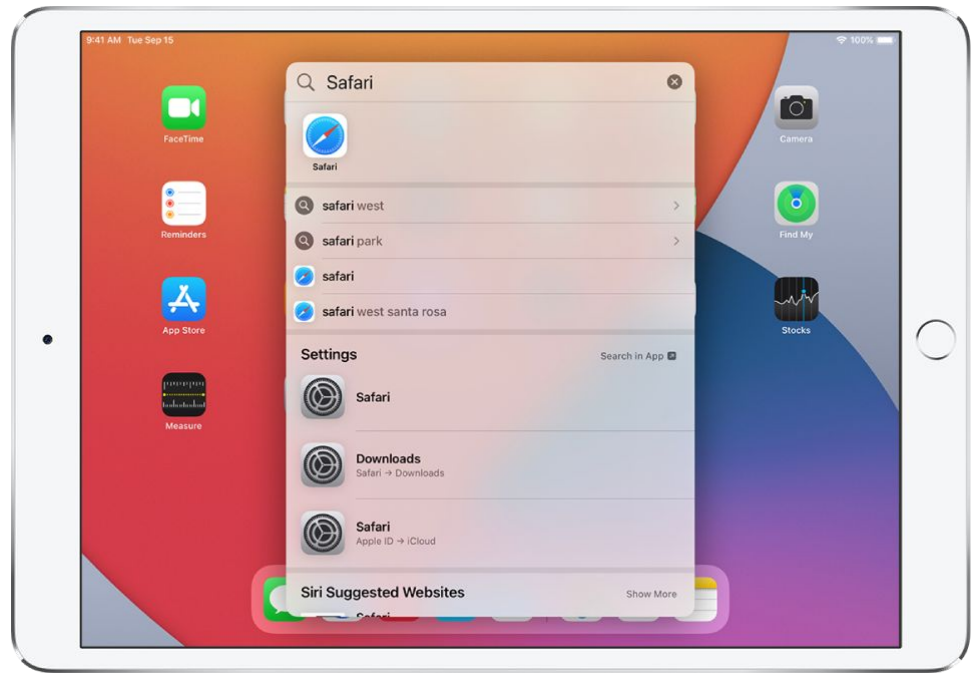
- Place the insertion point
 - Tap where you want to add text
 - Move the insertion point by dragging it
- Type the text you want to insert
 - You can also insert text you Cut or Copy from another document

Use iPad to search:

- Search on iPad is the best place to start all your searches
 - Search can find you apps and contacts,
 - search inside apps like Mail and Messages,
 - find and open web pages,
 - and quickly start a web search
- Choose which apps to include in Search
 - Go to settings > Siri & Search
 - Scroll down, tap an app, then turn Show in Search (on/off)
- You are now ready to search (see next slide)

Use iPad to search:

- Swipe down from the middle of the Home Screen
- Tap the search field, then enter what you are looking for



- Do any of the following:
 - Hide the keyboard to see more results:
 - Open a suggestion app: Tap it
 - Close and start a new search