

## iPad Keyboarding tips

**Accent:** Hold down on the letter needing an accent or special character to see all options. Swipe to the version you need.

**Capitalize:** When auto capitalize is not enabled, press shift and slide to letter to capitalize.

**Period:** When typing tap the space bar twice and it will automatically insert a dot (or period) followed by a space. The next alphabet that you type will be written in uppercase without you having to press the Shift key.

**Apostrophe:** An upward swipe of the comma key will insert an apostrophe.

**Quotation mark:** Swiping up on the period key inserts a quotation mark.

**Degree symbol:** Switch to the numeric keyboard and hold the '0'

**Caps Lock:** Enable Settings → General → Keyboard and then double-tap the shift key to turn it into a Caps lock key. They will stay blue until you press one of them again.

**Domain extensions:** There is a special “.com” key in the keyboard that you can tap to quickly complete the web address. If the website that you are trying to reach doesn't end with a .com, hold it for a while and it will give you an option to choose .edu, .org and .net. When typing an email address in the To: or CC/BCC field of the Mail program, press and hold the dot (.) key and you'll get a list of domain shortcuts in a pop-up to auto-complete the email address.



**@ Symbol:** From the ABC keyboard, press the .?123 key, slide the finger to reach the “@” key and then lift the finger up to release the key.

**Shake to Undo or Redo:** While typing, just shake the iPad up and down and an option will pop up to *Undo Typing* or *Redo Typing*. If you don't want to shake it, then there is also an undo button on the .?123 keyboard and a redo button on the #+= keyboard.