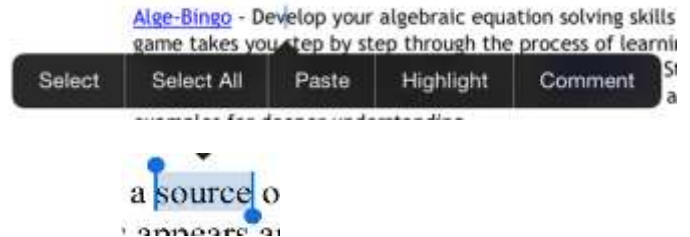


iPad Tip # 7

Working with Text

Selecting text:

1. Locate the text you want to select. Tap and hold your finger on the text, letting go when the magnifying glass appears. A pop-up button will display.
2. Tap on Select.
3. Drag the blue circles on each end to highlight the text you want to select. You can also select a word by double-tapping on the word or select a sentence or paragraph by triple-tapping on it.

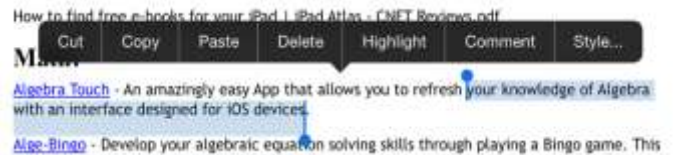


Once the text is selected, you have several options in the pop-up button depending on which app you are using.

If you are creating a document or email, you will see several options.

When using Safari, you will be limited to Copy and Define.

When reading an eBook, you may also see Highlight, Note and Export.



Pasting Text:

1. Tap and hold your finger at the insertion point where you want to place the text. You can slide your finger to the correct spot.
2. Let go when the magnifying glass appears and the pop-up button displays.
3. Tap on Paste from the pop-up button.



Spell-check:

1. If you type a misspelled word, a red line will appear under the word.
2. Tap the word and suggestions will appear.
3. Tap one of the suggestions or type over it to change the word.

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Finding Definitions:

1. Tap on Define from the pop-up button. The built-in Dictionary will show.



Undo:

1. To quickly undo the last edit, shake your iPad until the pop-up displays.
2. Tap Undo.

