

## iPad: Typing – Selecting and Editing Text

### To edit text:

Tap in the middle of the text, and then type and delete as you need.

### To copy and paste text:

Touch and hold on the text you want to copy.

Tap Select (use the blue handles to select more or less text)

Choose the desired action

Place your cursor where you want to paste the text, hold and then choose paste.

You can also paste into other applications if you choose.

If you need to define the word, choose define

If you want **bold**, *italics*, or underline, tap the BIU button for those options

