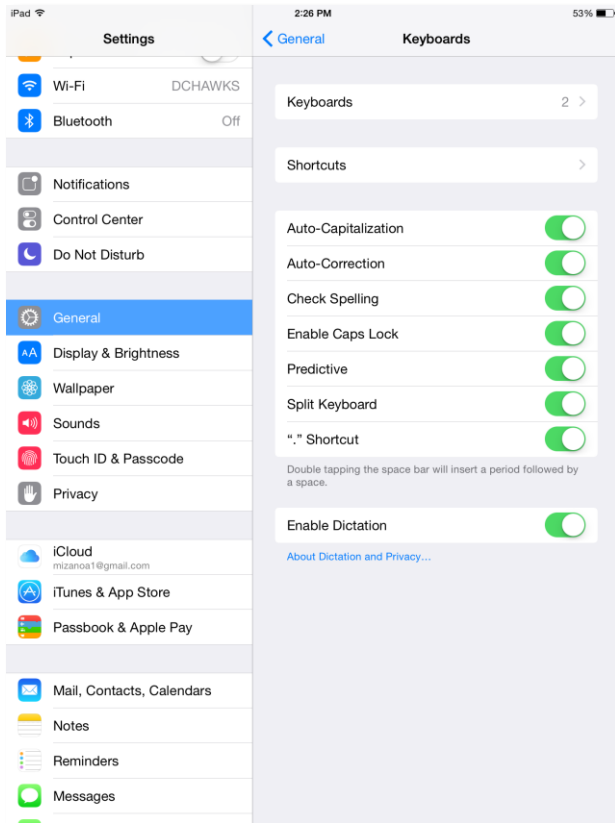


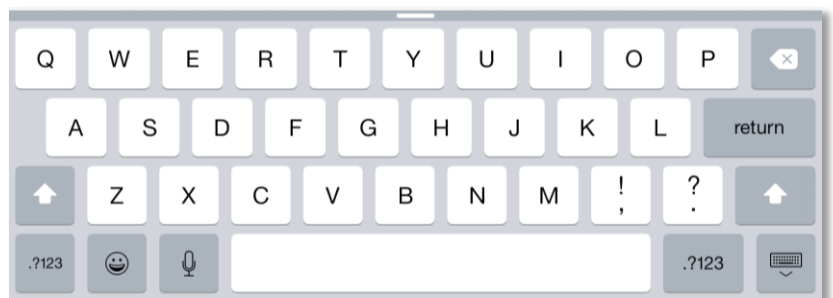
iPad: Typing - Settings

Settings → General → Keyboard



- Keyboards – allows for other character keyboard sets if necessary
- Shortcuts – Allows you to create shortcuts for items you type often
- Auto-capitalization - Capitalizes proper names places and first words of sentences
- Auto-correction - Will autocorrect spelling of words when misspelled
- Check spelling - Will underline in red any words misspelled
- Enable caps lock - Enables shift key to be used to allow letter to be capitalized or used for punctuation*
- Predictive – Suggests words for you as you type
- Split keyboard – allows keyboard to be split for easier typing**
- “.” Shortcut - Tapping the space bar twice will append a period to the end of a sentence or word

*Shift key looks like an up arrow. When pressed once it will function by making one letter capital, or enacting punctuation. DOUBLE PRESSING THE ARROW KEY WILL CAUSE A LINE TO APPEAR UNDER THE ARROW INDICATING CAPS LOCK IS ON.



** Press and hold the hide keyboard key on the keyboard on the bottom right to get options for splitting, moving and docking the keyboard.