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.