

Basic Keyboard Shortcuts for I Pad

At the end of a sentence, tap **“space bar twice”** to put in a period and a space to start next sentence.

Hold down the **exclamation/comma key** to **insert an apostrophe**. When the apostrophe shows, slide finger up to it to insert it into your text.

Hold down the **question mark/period key** to insert a **quotation mark**. When the quotation mark shows, slide finger up to it to insert quote mark into your text.

Tap the **up arrow once** to **capitalize next letter**, tap it **twice** to **type all capital letters**.

Hold your finger on text in your message to bring up the **magnifying circle**, slide it with your finger on the magnifying circle to move to an area where you must **make a correction**.

Black backward arrow on keyboard **deletes letters left** of your cursor.

If you need some **particular letter to have an accent** or some special character, **hold your touch on the letter**, usually a vowel, to bring up the many options for that letter. Slide your finger to the one you want to use. Try this with an “e” to see samples.

ABC Key and Numbers Key are one and the same.

Undo Key deletes everything you typed at the current time and place.