

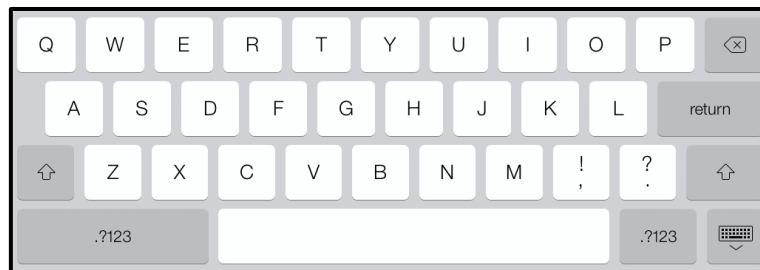
THE IPAD KEYBOARD

THE FOLLOWING EXPLAINS HOW THE IPAD KEYBOARD WORKS AND HOW FEATURES CAN BE ACCESSED

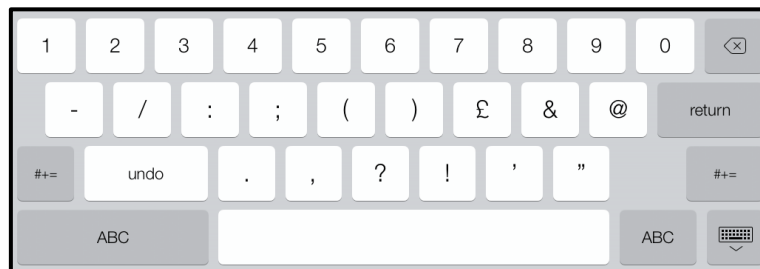
AS A RULE THE IPAD KEYBOARD WILL 'POP UP' WHENEVER THERE IS A TEXT FIELD TO BE FILLED. FOR EXAMPLE IT WOULD APPEAR WHEN YOU WANTED TO TYPE SOMETHING IN GOOGLE, OR WHEN FILLING IN AN ORDER FORM WHEN PURCHASING ITEMS FROM THE INTERNET. FOR THIS TUTORIAL THE APP **NOTES** WAS USED, BUT THE PRINCIPLES ARE THE SAME.

THE VARIOUS KEYBOARD CONFIGURATIONS:

ALPHA KEYBOARD ACCESSED BY PRESSING



NUMERIC KEYBOARD ACCESSED BY PRESSING THE



SYMBOLS KEYBOARD ACCESSED BY PRESSING



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KEYBOARD LAYOUT:

IT IS ALSO POSSIBLE TO ALTER THE LAYOUT OF THE KEYBOARD. THE '**SPLIT KEYBOARD**' IS FOR USE WHEN THE IPAD IS IN PORTRAIT MODE (HOME BUTTON AT THE BOTTOM), AND MAKES IT EASIER TO TYPE ON THE DEVICE WITH JUST TWO THUMBS BY SPLITTING THE KEYBOARD INTO TWO.

STEP 1:

PLACE TWO FINGERS OVER THE KEYBOARD AND SIMPLY PULL APART. THE KEYBOARD WILL SPLIT WITH EACH HALF MOVING TO THE SIDE OF THE SCREEN.



STEP 1.1:

TO RETURN THE KEYBOARD BACK TO ITS NORMAL STATE SIMPLY DO THE REVERSE OF WHAT IS DETAILED ABOVE

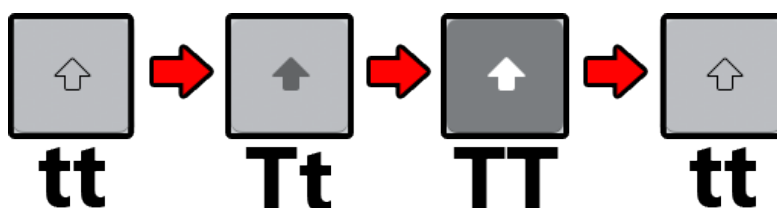
KEY FUNCTIONS:

TO WORK ON THE IPAD THE KEYBOARD HAS HAD TO ADAPT SLIGHTLY, SO YOU MAY FIND THAT SHORTCUTS AND FEATURES YOU ARE USED TO ON A NORMAL KEYBOARD APPEAR TO BE MISSING WHEN ACTUALLY THEY ARE NOT. HERE ARE SOME EXAMPLES:



SHIFT/CAPS LOCK:

LOCATED ON MAIN ALPHA KEYBOARD ONLY. TO GET A CAPITAL LETTER PRESS THIS BUTTON **ONCE**. IT WILL CHANGE SLIGHTLY TO SHOW THE BUTTON HAS BEEN ACTIVATED. ONCE THE CAPITAL LETTER HAS BEEN TYPED TEXT WILL REVERT TO LOWER-CASE. TO KEEP THE CAPS LOCK ON, YOU WILL NEED TO **DOUBLE TAP** THE BUTTON. YOU WILL KNOW IF DONE CORRECTLY AS THE BUTTON WILL CHANGE AGAIN. TO TURN OFF CAPS LOCK, TAP THE BUTTON ONCE.



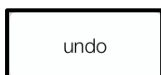
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BACKSPACE:

LOCATED ACROSS ALL KEYBOARD CONFIGURATIONS. JUST LIKE A CONVENTIONAL KEYBOARD, PRESS **ONCE** TO DELETE A PREVIOUSLY TYPED CHARACTER, OR **HOLD** TO DELETE AN ENTIRE LINE OF TEXT (REMOVE FINGER TO STOP THE PROCESS)



UNDO:

LOCATED ON THE NUMERIC KEYBOARD ONLY. WILL DELETE ALL PREVIOUSLY TYPED TEXT IN ONE GO.



REDO:

LOCATED ON THE SYMBOLS KEYBOARD ONLY. REVERSES THE USE OF THE UNDO BUTTON AND WILL RETRIEVE PREVIOUSLY UNDONE TEXT



REMOVE KEYBOARD:

LOCATED ACROSS ALL KEYBOARD CONFIGURATIONS. TO REMOVE THE KEYBOARD FROM THE SCREEN TAP ONCE.

Note: TO THEN RETRIEVE THE KEYBOARD TAP INSIDE A TEXT FIELD
