# WORKING WITH THE IPAD KEYBOARD: EDITING TEXT

THE IPAD KEYBOARD – AT FIRST – CAN BE A FRUSTRATING. THERE IS NO ON SCREEN CURSOR AS SUCH TO MOVE ABOUT, SO GOING BACK INTO PREVIOUSLY TYPED TEXT TO MAKE AN AMENDMENT MAY SEEM IMPOSSIBLE OR COMPLICATED. HOW DO YOU COPY AND PASTE TEXT? BELOW EXPLAINS HOW TO DO THIS. THE EASY WAY...

FOR EXAMPLE, YOU ARE TYPING A WEB ADDRESS AND NOTICE YOU HAVE MADE A SPELLING MISTAKE. HOW WOULD YOU CHANGE IT? DELETE THE WHOLE LOT AND TYPE IT AGAIN? KEEP TAPPING THE SCREEN IN THE HOPE THE CURSOR WILL EVENTUALLY MOVE TO THE INCORRECT LETTER SO YOU CAN DELETE IT? THERE IS AN EASIER WAY.
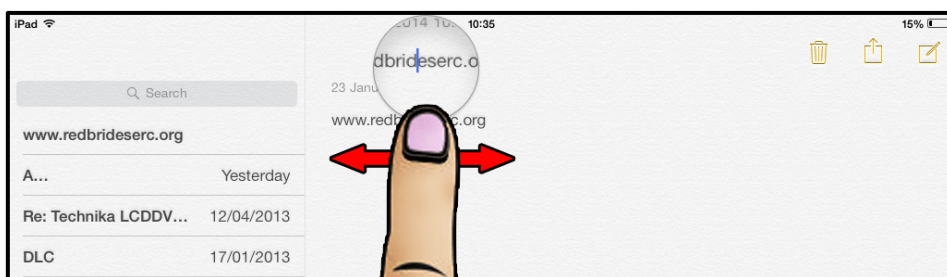
**STEP 1:**

TO AMEND TEXT, PLACE AND HOLD YOUR FINGER ON THE SCREEN OVER THE TEXT YOU WANT TO ALTER. YOU WILL SEE THAT AFTER A SHORT TIME THE AREA YOU ARE HOLDING IS MAGNIFIED, AND THERE IS A BLUE CURSOR VISIBLE.



**STEP 2:**

WITH YOUR FINGER STILL ON THE SCREEN, MOVE ALONG THE LINE OF TEXT UNTIL THE BLUE CURSOR IS IN THE RIGHT PLACE. THE CURSOR WILL MOVE AT A SLOW PACE, ONE LETTER AT A TIME. REMOVE YOUR FINGER WHEN IN THE DESIRED PLACE.
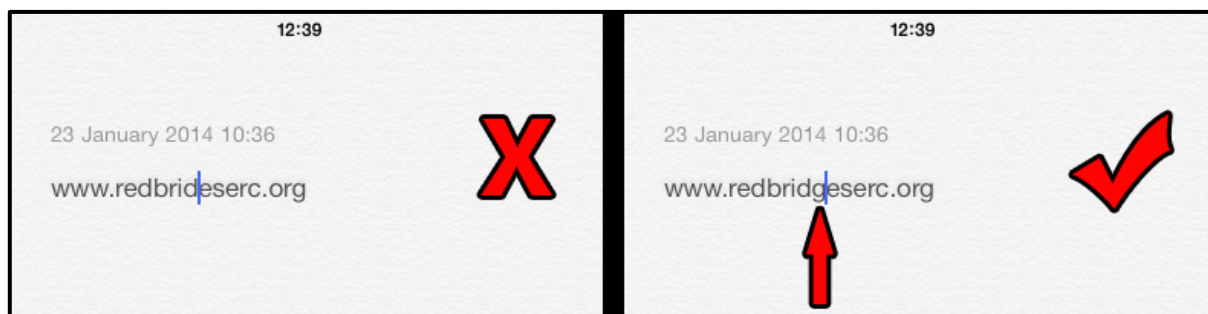


***Note:*** *IF THE BLUE CURSOR SHOULD DISAPPEAR FROM THE MAGNIFIED AREA, JUST ENSURE YOUR FINGER IS OVER THE TEXT AND IT WILL RE-APPEAR.*

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**STEP 3:**

NOW MAKE YOUR AMENDMENT(S). IN THIS EXAMPLE A LETTER WAS MISSING FROM THE WEBSITE ADDRESS, SO WITH THE CURSOR IN THE RIGHT PLACE THE MISSING LETTER CAN BE INSERTED EASILY



**STEP 4:**

IN ORDER TO CONTINUE TYPING, THE CURSOR WILL NEED TO GO BACK TO ITS NORMAL POSITION, SO SIMPLY TAP THE SCREEN TO THE RIGHT OF THE LAST WORD TYPED. THE BLUE CURSOR WILL MOVE TO THE CORRECT POSITION.