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Using the iPhone or iPad Keyboard to Enter Text
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There will be many times when you will want to enter text on your iPad or iPhone. You probably have already used your screen keyboard many times. But here are some helpful things you may not know your keyboard can do:

- Touch in any area where there is text for you to edit or a place for you to enter text and the keyboard should appear on your screen. If you do not have your keyboard displayed, you are not able to key in or enter text.
- If you touch in a place where there already is text, you will see the "insertion point" (which is a small vertical line) appear BETWEEN two characters where you touched.
- To MOVE the insertion point to a different place, touch at that place. This can be very tricky to do on a small screen, but you can do it! Just keep trying – if you get a black bar that says "Select – Select all – Insert photo" just touch somewhere else on the screen and that bar will go away. If you are entering text into a blank or empty space, you cannot position the insertion point, it must be at the beginning of the blank area.

Now, on your screen keyboard, notice the following:
- Touching the small left pointing arrow with a small "x" in it will DELETE the character to the LEFT of the insertion point. Hold this down to delete many characters quickly.
- Touching the up arrow will "shift" the keyboard to capital or uppercase letters. Touch twice to keep uppercase for many letters (caps-lock for you who remember the old typewriters). Touch again to get back to lowercase.
- Touch the "return" bar at the lower right to go to a new line.
- Touch the small button with the little microphone on it to SPEAK your text. Try it, you may like it!
- Touch the "123" button to enter numbers and other characters. On this keyboard that appears you can return to the regular keyboard or you can touch "# + =" to get more characters.
- Touch the "emoji" button (the one with the smiley face) to get hundreds of small symbols to insert as a character. When on the emoji screen you can touch "ABC" to return to the regular keyboard.
- To EDIT text, touch TWICE in the text area and a small grey "highlight" of text will appear with two small "lollypops", one at each end. Carefully DRAG a lollypop to expand or reduce the highlighted area. If you make a mistake, just touch outside the highlight and you can start over.
- When some text is highlighted, you will see a black bar with "Cut – Copy – Replace" on it. Cut will remove the text (which you can "paste" somewhere else

next if you like), Copy will leave the text there but will make a copy you can paste and Replace will let you type new text in its place. Other tools/options are available by touching the right white arrow on the bar.

Strangely, there are TWO places to adjust settings for the keyboard. At "Settings – General – Keyboard" you can turn on or off the keyboard options or even select or add a new keyboard for a different language. Here the "Text replacement" option will allow you to have a full long text string replace a shorter text. For example, you could have the text you enter as "omw" be automatically replaced with "on my way". Also, here is the "Predictive" option that, if turned on, will provide you with a band of three words immediately above your keyboard as you type. If one of the words is what you were starting to type, just touch the word at it will complete it for you. I like this option. If one of the predictive words is in quote marks, touching it will enter that text exactly as it is even if it is not a real word, and it will not correct the word.

The other place to change some keyboard settings is at "Settings – General – Accessibility – Keyboard" which has a few more settings such as "key repeat", "sticky keys", etc. It seems to be almost overkill to have so many settings and options for the keyboard, many of which you will probably never use, but they are there.

And don't forget that if you have any questions about ANY option, just ask Google! Be specific, such as "What are sticky keys on my iPhone?" or "How do I make my iPhone keyboard easier to see?" There are so many options I am sure some of them will appeal to you, so happy typing!