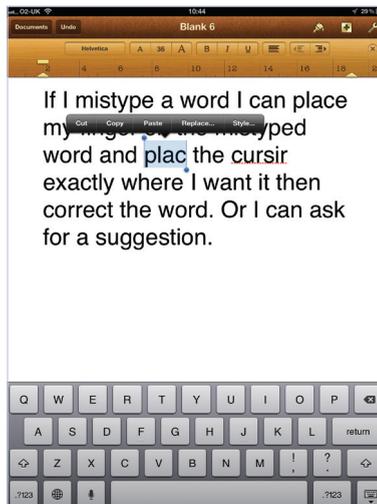
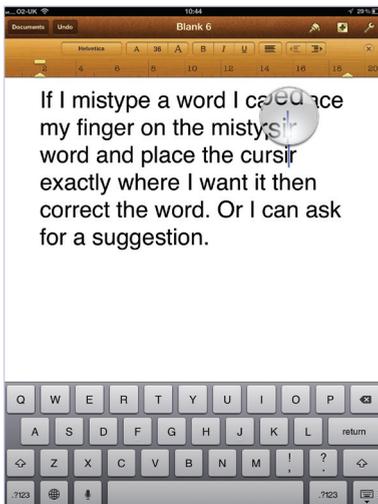


# Making Corrections

Sometimes words get mistyped. You could retype the whole word but it's easier to correct. Since the iPad isn't a laptop there is no mouse and pointer so you need to get the cursor next to the incorrect character. You can then delete that character and replace it with the correct character.

## To position the cursor where you want it

- 1 Put your finger onto the incorrect word (you may need to tap and hold)
- 2 Keep your finger on the screen and slide your finger along the word until the cursor is just ahead of the incorrect letter(s)
- 3 Backspace (delete from right to left) and delete the incorrect character
- 4 Insert the correct character(s) then locate the end of your text and tap the screen to position the cursor at the end so you can start typing again
- 5 The iPad can help you if you don't know how to spell the word (tap **Replace...** and it will suggest some words)



## Hot tip



You can also correct by double tapping the incorrectly spelled word and choosing **Replace** then selecting the correct word.