

Caps Lock & Autocorrect

It's annoying when you want to type something entirely in upper case letters since you have to press Shift for every letter – or do you? Actually there's a setting which will activate Caps Lock but you need to activate this in settings:

- Go to **Settings**
- Select **General**
- Select **Keyboard**
- Make sure the **Caps Lock** slider is set to **ON**
- While you are there, make sure the other settings are on, for example **“.” Shortcut** — this helps you add a period by tapping the spacebar twice (much like the BlackBerry)



Other settings for the keyboard

- **Autocorrection** suggests the correct word. If it annoys you, switch it off
- **Autocapitalization** is great for putting capitals in names
- The **“.” Shortcut** types a period every time you hit the spacebar twice. This saves time when typing long emails but if you prefer not to use this, switch it off. Here's another neat trick — you can also insert a period by tapping the spacebar with 2 fingers simultaneously

...cont'd

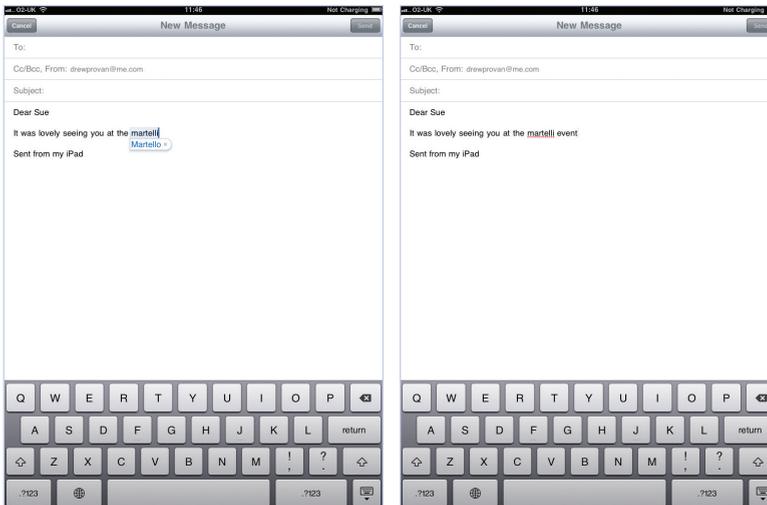
As you type words the iPad **autocorrect** will suggest words intelligently which will speed up your typing.

To accept iPad suggestion



When the suggested word pops up, simply tap the space bar and it will be inserted. The suggested word may not be what you want, in which case you can reject it

To reject suggestion



iPad will suggest a word but if you don't want to use the suggestion tap the 'x' shown just to the right of the word. The word you type will be added to your user dictionary

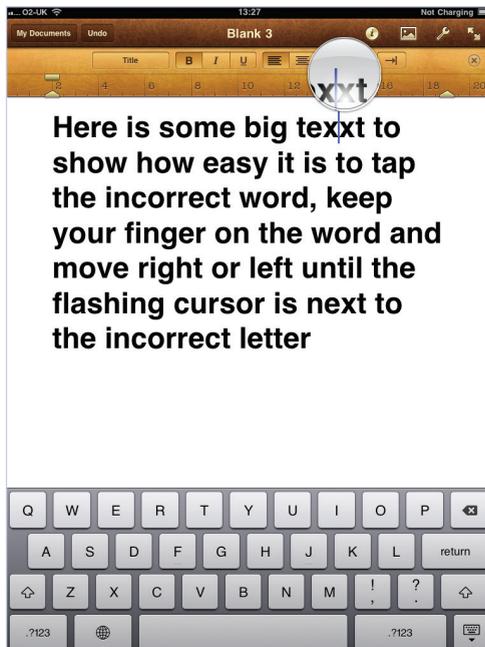
All contact names are automatically added to your user dictionary.

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



Hot tip



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