

Hot tip



The iPhone has done away with virtually all buttons and provides a software-based QWERTY keyboard. The keyboard becomes visible automatically when needed.

The Virtual Keyboard

The keys are small but when you touch them they become larger, which increases accuracy. The letter “L” below has been pressed and has become much larger.



There are all the usual features of a computer keyboard, including spacebar, delete key , shift , numbers and symbols 

To correct a word, touch the word you want to correct and hold your finger on the word. You will see a magnifying glass. Move your finger to where you want the insertion point (|) to be, stop there and delete any wrong letters



The cost is £



The keyboard has automatic spellcheck and correction of misspelled words. It has a dynamic dictionary (learns new words). Some keys have multiple options if you hold them down, e.g. hold down the £ key and you see:

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Some keys such as Currency and URL endings can be accessed by holding down the key. A pop-up will show the options.

Where's Caps Lock?

It is frustrating hitting the CAPS key for every letter if you want to type a complete word in upper case. But you can activate Caps Lock easily:

- Go to **Settings**
- 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

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It's a good idea to activate Caps Lock. To use, just tap Shift twice — the shift button should turn blue if you have activated it properly in the Settings control panel.