

iPad's Virtual Keyboard

The iPad virtual keyboard has some tricks up its keys.

Hidden Trackpad

You're typing away on your iPad's virtual keyboard and notice you typed "it's" instead of "its" about five lines ago. You could hit the backspace a bajillion times – but that's a waste of perfectly good letters, and you'll probably forget what you just typed.

Or you can tap the screen with your finger, aiming for the errant apostrophe you wish to dispatch.

But that can be hit or miss. You might accidentally select a word, evoking a pop-up menu that offers various options, none of which are even remotely helpful.

Alas, the unneeded apostrophe remains, hanging in mid-air like a comma that's lost its way. Pity.

But there's a terrific way to edit your text using iPad's built-in virtual trackpad.

Just tap and hold the space bar until the keyboard turns gray. (Figure 1) This converts your virtual keyboard into a virtual trackpad. Then, without lifting your finger, slide your finger to position the edit cursor to the right of that pesky apostrophe, tap Delete, and release your finger. Simple. No more apostrophe.

This feature works on all iPads and iPhones.

Floating Keyboard

But wait! There's more! You can also change the iPad keyboard to a miniature, "floating" version, à la iPhone. (Figure 2.) Just tap the keyboard icon and select "Floating,"¹ Now you have a mini-keyboard to position wherever you'd like. It's handy when you need more space on your document.

You can "unpinch" the mini-keyboard to return it to the standard size.

If you need help with your iPad, just ask our tech team at: <https://engage.cmaprinceton.org/tech-help>.

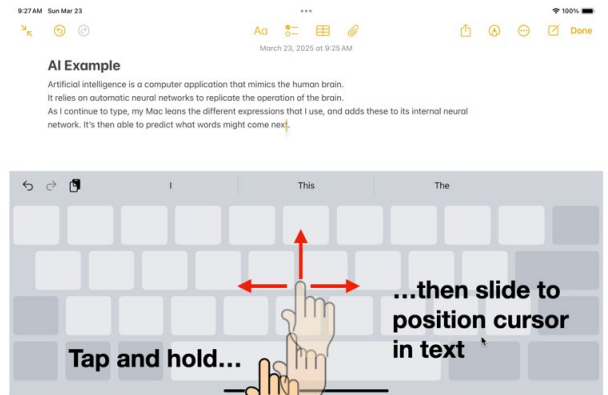


Fig. 1. Tap and hold the space bar to turn on the virtual trackpad.

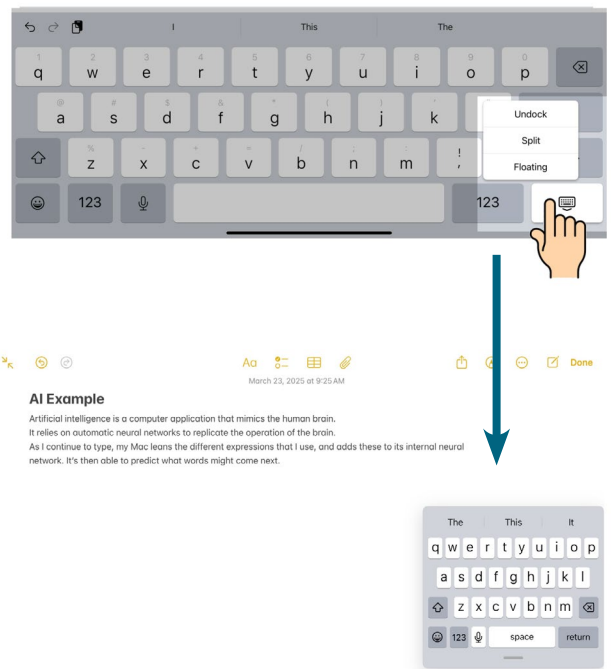


Fig. 2. You can also change to a "floating" mini keyboard.

1 Smaller iPads may also list "Undock" and "Split" options. "Undock" lets you reposition the full-size keyboard up or down. "Split" divides the keyboard into left- and right-hand sections.