

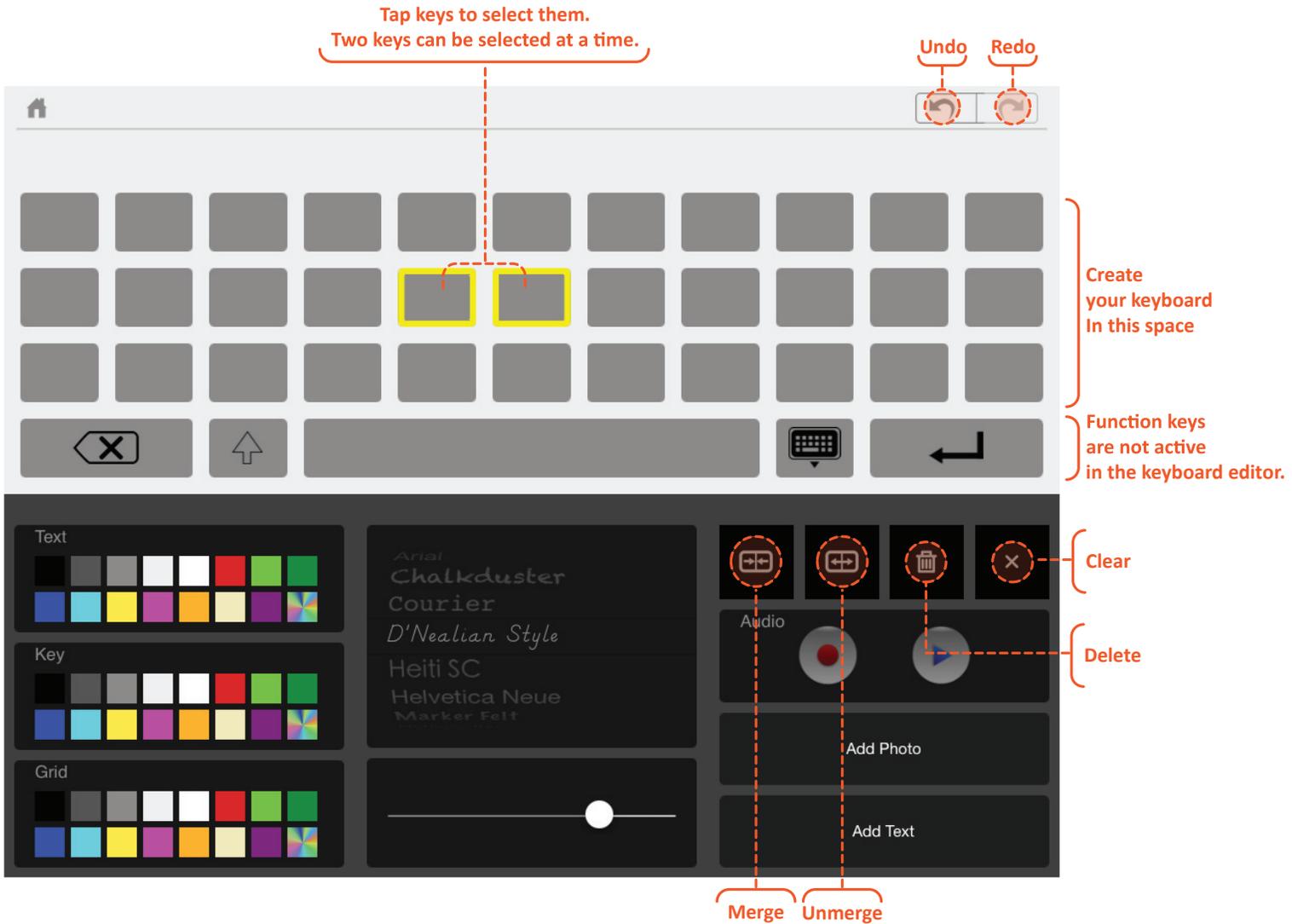


# Keyboard Editor

From the page, tap Keyboards Notepads Keyboards

Tap the to create a New Keyboard.

Tap to open the Keyboard Editor:



**Select keys:** Tap the key. Up to two keys can be selected at a time.

**Deselect keys:** Tap the selected key to deselect it.

**Insert a space:** If you insert a space at the end of a word or sentence, the space will be automatically be inserted when typing in the notepad, thereby reducing keystrokes.

**Merge cells:** Tap adjacent cells, then tap . Two keys can be merged at a time.

**Unmerge Cells:** Tap the merged cell, then tap .

**Add Images to keys:** Select a key, and then tap . Choose pictures from your iPad, camera or the Pixabay image database. For larger images, first merge the keys.

**Crop Image:** Use Apple's Photo app > select the photo > tap EDIT, and then CROP. Drag the corners of the grid, drag the photo to reposition it, and then tap Crop. To set a specific ratio, tap Constrain.

**Audio:** Tap the  to start recording and the  to stop. Tap the  to play the audio. Recorded audio will play when the key is tapped in the notepad.

**Change the color of the text and background for individual keys:** Select keys, and then pick text and key color.

**Clear key:** select the key, then tap  to remove all the text and images from a key.

**Delete keys:** select the key, then tap . Note that once a keyboard is saved, you cannot restore a deleted key. If you want more flexibility you can match the background color of the key to that of the grid, as this has the same effect as deleting it.

**Undo / Redo:** tap   to undo or redo up to 10 actions

### Editing a Saved Keyboard

If you want to keep your original keyboard, first make a copy of it before making changes to it.

- **Copy the keyboard:** open the folder, tap EDIT on the homepage, select the keyboard, tap  and DONE.
- **Make changes to the keyboard:** Select the keyboard, edit it, and return to the home page.