



# Notepad Basics

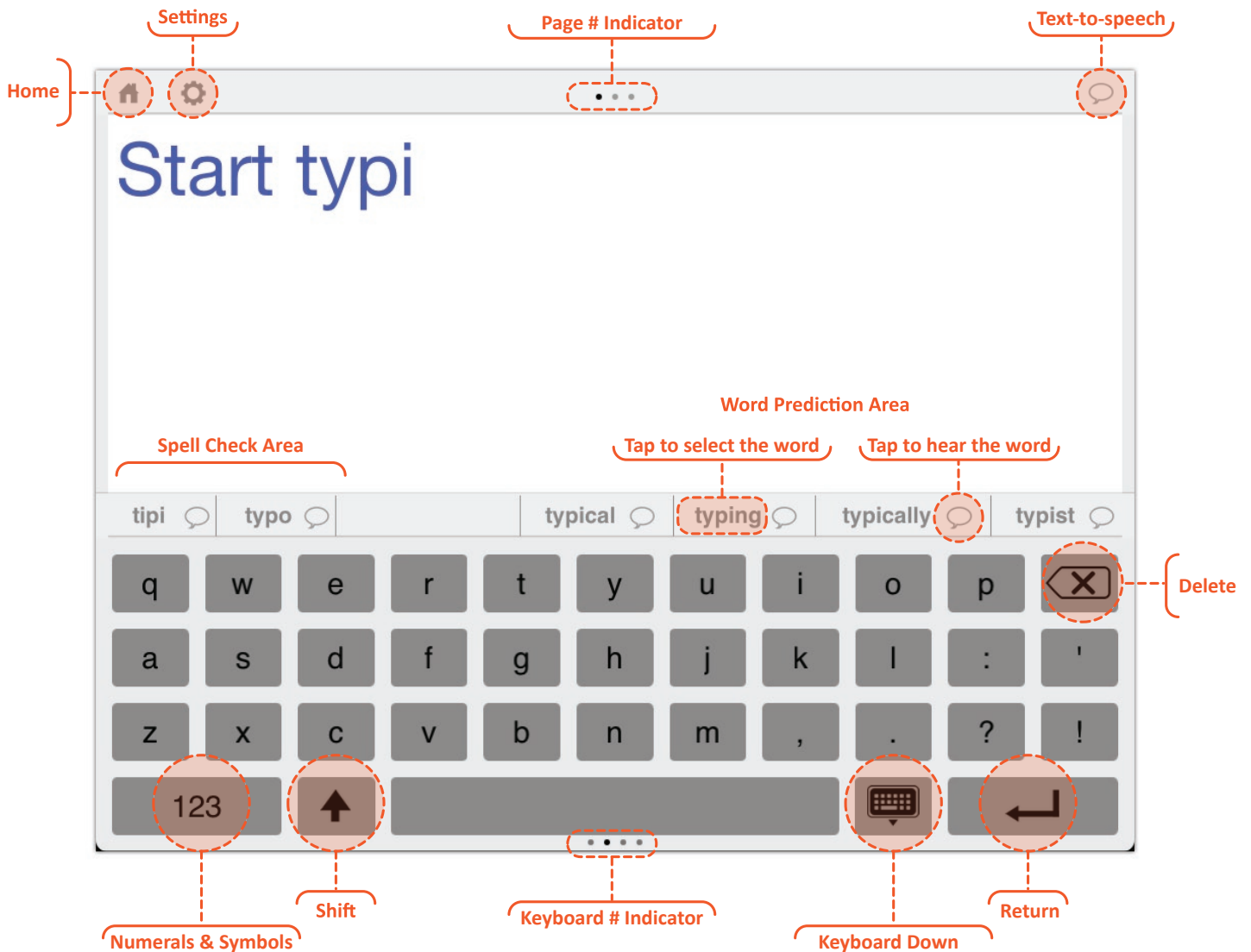
**Create a Notepad:** From the home page, tap Notepads .

Notepads

Keyboards

Tap + to create a New Notepad.

Tap  to open the notepad.



**Type:** New notepads open with a QWERTY keyboard that can be used to start typing.

**Type uppercase:** Tap the Shift key, then tap the letter.

**Quickly insert a period and a space:** Double-tap the space bar.

**Scroll between linked keyboards:** Swipe left or right to move between keyboards.

**Position the Insertion Point:** Tap once to place the insertion point in a line of text.

**Move the Insertion Point:** Touch and hold to bring up the magnifying glass, then drag to position the insertion point.

**Select a word:** Double-tap the word.

**Select a paragraph:** Triple-tap anywhere within the paragraph.

**Cut or Copy Text:** Select the word, then drag the grab point to select more or less text. Tap cut or copy.



**Paste Text:** Position the insertion point, then tap Paste.

**Get the definition of a word:** Select the word, then tap Define (not always available).

**Get alternative words:** Select a word, then tap Suggest (not always available).

**Speak and highlight text:** tap . Tap it again to stop.