

# Welcome



# Senior Tech Tuesday

## iPhone & iPad

## Typing Tips

by Don Frederiksen

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DECEMBER 1, 2020

# Today's Theme

# Typing



# How Did you Learn How to Type?

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# Today's Exploration

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12 Typing Tips

Moving the Cursor

Selecting and Editing Text

Dictation

Keyboard Shortcuts

QuickPath Typing



# Our Learning Tools

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- Zoom and Screen Share
- Slides – Downloadable from class page
- Demonstrations
- Your Questions
  - “Hey Don” or Chat
- Online Class Page at:  
[Links.SeniorTechClub.com/STT8](https://Links.SeniorTechClub.com/STT8)



# Upcoming Senior Tech Tuesdays

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Session	Date
Senior Tech Tuesdays #8 Typing Tips	12/8/20
Senior Tech Tuesday #9 Do More with the Control Center	12/15/20
<b>NO Sessions for 12/22, 12/29 &amp; 1/5</b>	

January 12 – Four part Photography Series

Recurring Zoom Meeting: Use the same Zoom link for October through December



# Today's Exploration

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# Larger Keyboard

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Use a larger keyboard by changing the screen orientation to landscape.





# First Upper Case

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iPhone automatically  
makes the first letter as  
upper case/capital



# Caps Lock

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Place the keyboard in Caps Lock by double tapping the Shift key.

- Note underline on key



# Automatic Periods.

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The iPhone will end a sentence with a period if you press the space bar twice.



# Number and Symbols

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Access numbers and symbols by pressing the Number key.

Access more symbols by tapping the #+= key.

Tip: Slide to the number or symbol and release

# Foreign Accents

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Press and hold a letter  
to reveal related  
foreign accents

Ex: Letter “n”

Erase.

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Backspace key to erase

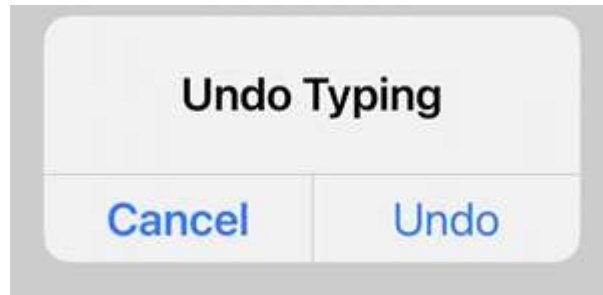


# Undo Typing

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## Two approaches

- Shake to Undo Typing



- Swipe Left w/ three fingers

# Position the Insertion Point (cursor)

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Press and hold the Space Bar until keys disappear

Drag around the keyboard to move the cursor.





# Emojis & Animojis

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Add emoji's with the  
Emoji key.



## Emoji Search Bar

# Spell Check.

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Tap a misspelled word  
(highlighted) to see suggested  
corrections



# Predictive Text

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# Editing Text

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Editing, formatting or moving a block of text begins with  
Selecting Text



# Select Text

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1. *Select a word:* Double-tap with one finger.
2. *Select a line or sentence:* Triple-tap with one finger.

Adjust the selection by moving the handles

# Editing Actions

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Delete with Backspace

Move by dragging to new location

Menu Bar



The Best Typing Tip

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Don't  
Type At  
All



# Dictate text.

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Tap the microphone key

Speak

Tap **Done**

Add punctuation by saying Period, Question Mark, or Exclamation Mark.

Also say New Line, New Paragraph, All Caps On





# Practice Script

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Hi Sally **Comma New Paragraph**

It was good to talk to you today **Period  
New Paragraph**

Wow **Exclamation Mark** I can't believe  
you won the PowerBall  
lottery **Exclamation Mark New Paragraph**

Did you say 200 million dollars **question  
mark New Paragraph**

Your Best Friend Forever **comma new  
paragraph**

[Your name]



# Keyboard Shortcuts

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# Setup Keyboard Shortcuts

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1. Launch Settings app..
2. Tap **General**.
3. Tap **Keyboard**.
4. Tap **Text Replacement**.
5. Tap the **+** (Add) button that is found on the upper right
6. Enter the full **Phrase** that appears
7. Enter your **Shortcut**. The shortcut is the 1-3 letters you type

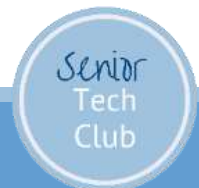
# QuickPath/Slide to Type

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Glide your finger from one character to the next.

- Think of a “cursive” action.
- Try to get close to letter

End a word by lifting your swiping finger



# Smart Recommendations for Typing

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- Dictation for long messages and notes.
- Develop your own style with the most meaningful tips





Follow-up Questions?  
[don@SeniorTechClub.com](mailto:don@SeniorTechClub.com)

More Information & Download  
[links.SeniorTechClub.com/STT8](https://links.SeniorTechClub.com/STT8)



# Thank You!

Stay Well  
Stay Home  
Wash Your Hands  
Mask Up  
Keep Learning