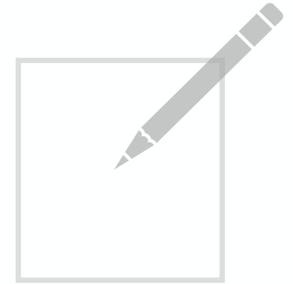


Guardrail Tutorials

for

iPaddlers



Using Notes - Part 1



Using Notes - Text & Keyboard

Basic Functionality

iOS 12

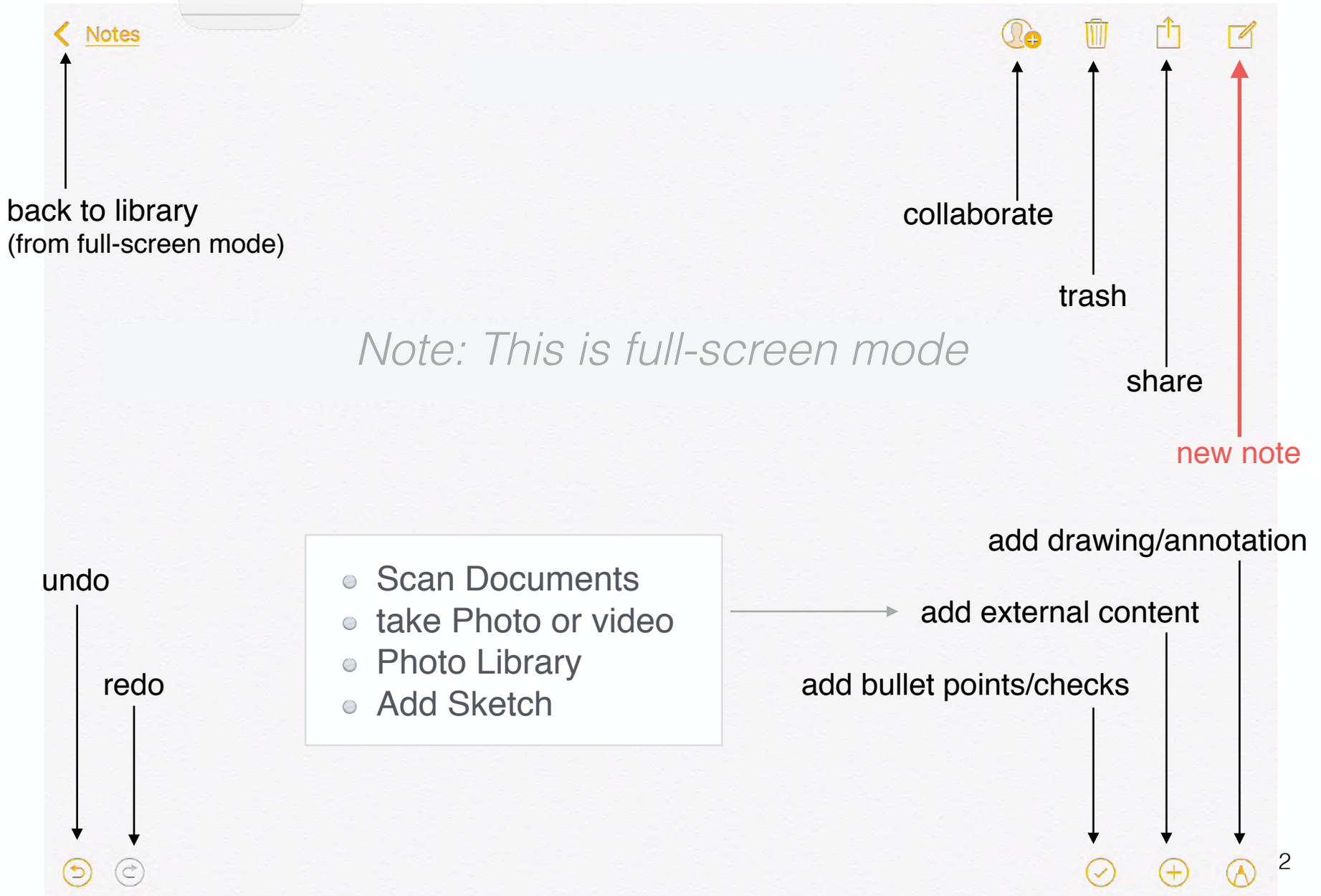
June 2019



GUARDRAIL
Tutorials



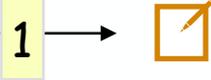
Notes - the user Interface



iPad Notes

Adding Text

1. Create a new note using the **new note** icon:



2. If you prefer **full screen mode** tap the icon (upper left corner):



3. Tap anywhere on the blank part of the screen to activate the cursor and bring up the keyboard.

4. Start typing to add text to the note. The note will be given a name from the first line of text.

5. Experiment with the keyboard using the Shift key, numbers key etc

6. Tap the Keyboard key to hide the keyboard when not needed.

Shortcut Bar - differs from app to app. It is contextual and provides spelling suggestions etc



A note will be saved automatically, both to the iPad and iCloud (under normal circumstances).

Note: For more instructions on using the touch screen iPad keyboard, please refer to the **iPad User Guide** at: <https://support.apple.com/en-au/guide/ipad/welcome/ios> or the offline version which can be downloaded within the **iBooks** app.

iPad - Text

Adding Text by the Keyboard

The **Apple iPad User Guide** gives the following instructions - under **Basics** > **Enter text**:

Enter text using the onscreen keyboard

In any app that allows text editing, open the onscreen keyboard by tapping a text field. Then tap keys to type.

While entering text, you can do any of the following:

- *Type uppercase letters*: Tap Shift, or touch the Shift key and slide to a letter.
- *Turn on Caps Lock*: Double-tap Shift.
- *Quickly end a sentence with a period and a space*: Double-tap the Space bar.
- *Enter numbers, punctuation, or symbols*: Tap the Number key .?123 or the Symbol key #+=.
- *Undo the last edit*: Tap ↶.
- *Enter emoji*: Tap 😊 or 🌐 to switch to the Emoji keyboard.
- *Enter accented letters or other alternate characters*: Touch and hold a key, then slide to choose one of the options.

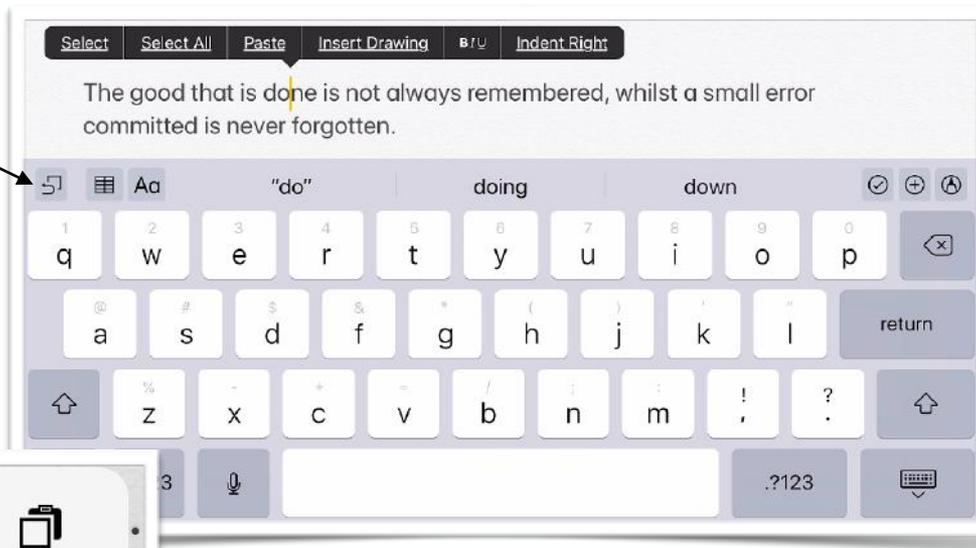
Notes

Using the keyboard

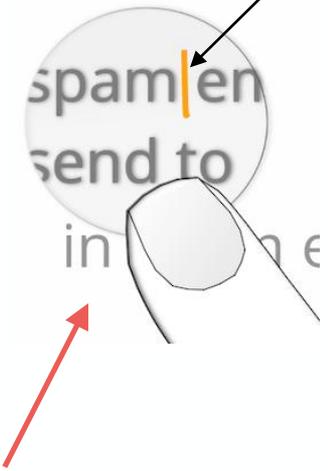
Editing text from the keyboard requires that any text to be edited must first be selected. Select text by pressing and holding until the options bubble pops out. A number of options will be available (at the cursor), such as: **Select** | **Select All** | **Paste** | **Insert Drawing** | **BIU** | **Indent Right**

Depending on the context, some of the usual text editing functions are available, such as Cut, Copy, Paste and Bold, Italic, Underline etc

Undo/Redo/Paste
- may change
according to
context



Cursor



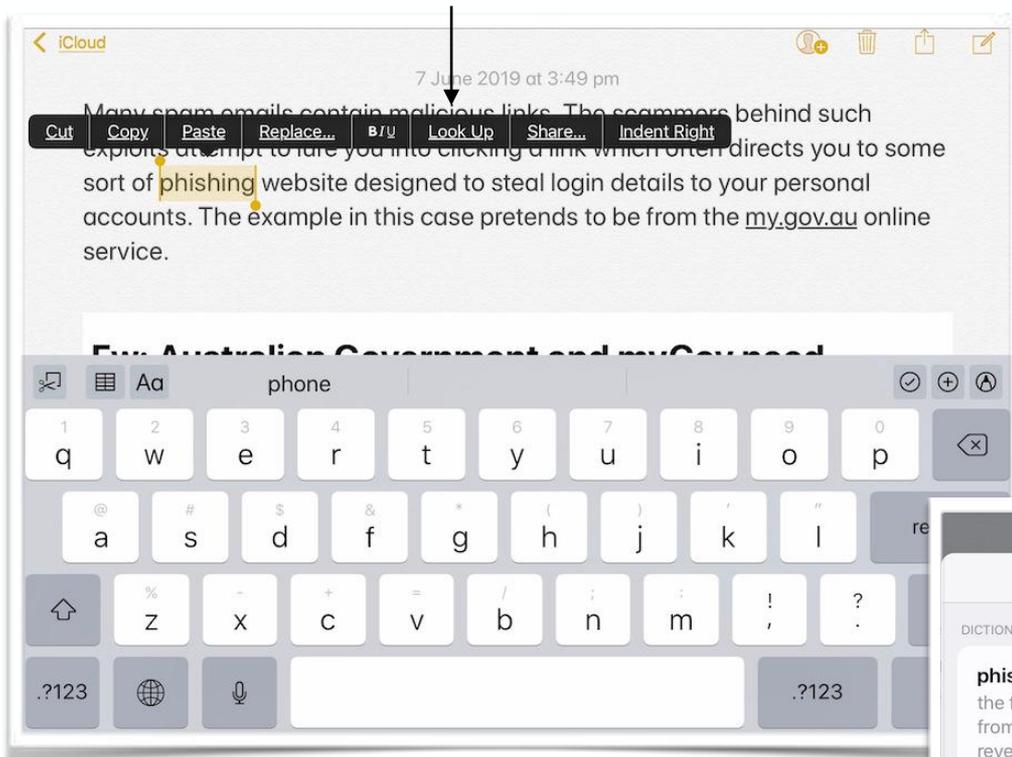
The cursor can be moved around by pressing down, until the magnifier appears, and moving your finger to where you would like to position the cursor. Similarly, by pressing two fingers against the keyboard, the keyboard will become greyed out and will act like a tracking pad, which you can use to reposition the cursor.

Notes

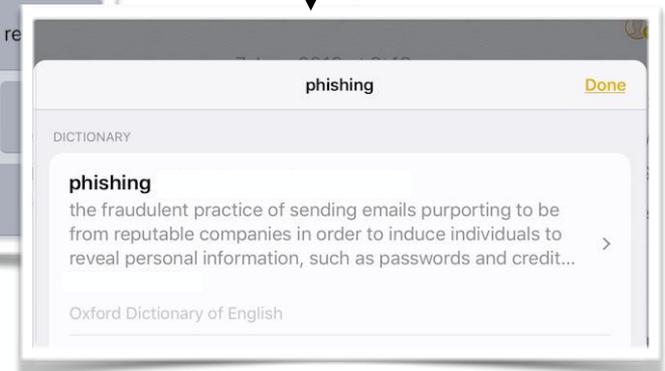
Using the keyboard - *continued*

Once you choose Select, the selected word is highlighted, in a tan colour, with 'lollypops' at either end. You can drag these to increase, or decrease, the selection as you wish. Once text is selected a slightly different option bubble is provided. The options in this case are:

Cut | Copy | Paste | Replace | B/U | Look Up | Share | Indent Right



By choosing 'Look Up' (for a single word) a popup window will appear with a dictionary definition of the selected word



Notes

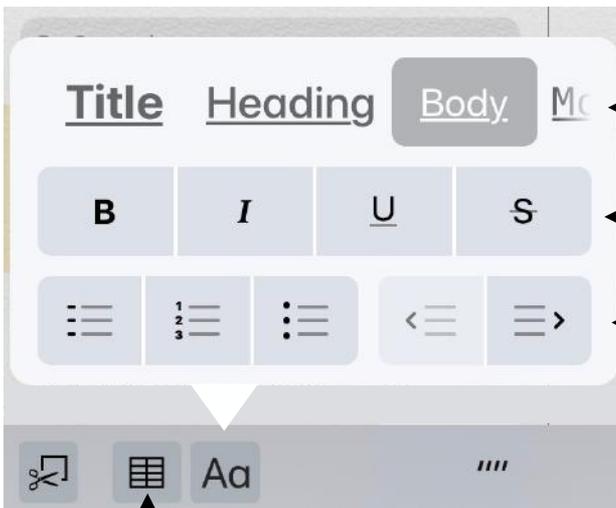
Formatting Text

Text formatting options are available for selected text. Once a word, or block of text, is selected (as in the previous slides) and you tap 'Aa', the options provided are:

Title Heading Body Monospaced

Bold *Italic* Underline ~~Strikethrough~~

Also, there are bullets and indenting options.



Monospaced - a font like Courier

Bold Italic Underline Strikethrough

Dash list, Number list, Bullet list,
Decrease Indent and Increase Indent

Add a Table

Text Formatting Options

- Tap away from selected text in order to deselect.
- Tap the Keyboard key to hide the keyboard.
- Use the back arrow to go back to the library



Summary

The Notes App - some brief points

- **Notes** is an pre-installed Apple app for note taking
- It allows notes to be written in typed font, or hand writing
- Also, it allows importing photos and scanned documents into a note
- Other content can be added also, such as website hyperlinks
- Notes provides a range of basic formatting options and text manipulation similar to a basic word processor
- As with other Apple apps, the notes you create can automatically be backed up to iCloud and synchronised



Created by Rodney Border
ipaddlers.com.au
webjewel.com.au