



## iPod Touch Tip #5: Quick Keyboard Entry Tips

### iPod Touch Keyboard

Text entry on the iPod Touch's on-screen keyboard is surprisingly easy, but sometimes, it can be tedious to enter numbers, symbols, or special characters. But did you know that there are a few "shortcuts" that you can use to make this kind of entry quicker and easier? Read on for some tips on "shifting" letters, inserting numbers, symbols, and International characters, and making a quick entry correction....

#### **Quick Shift**

While typing on the Alphabetic keyboard, press and hold the Shift key, then slide your finger over to the letter you want to shift then release. The letter will be shifted.

#### **Quick Number and Symbol Entry**

While typing letters on the Alphabetic keyboard, sometimes you want to quickly insert a number or a symbol such as a comma or period. Just press and hold the Symbol/Number key (.?123) then slide your finger over to the symbol or number you want to insert then release your finger. The symbol or number will then be inserted and the keyboard will revert back to the Alphabetic keyboard for you to continue typing.

#### **International Characters**

If you want to enter special letter characters such as those with an accent or grave, press and hold the Alphabetic key you want to accent and a popup showing all the available choices will display. Slide your finger over to the desired choice, release, and the special character will be inserted.

#### **Quick Correction**

While typing, if you find that you have entered an incorrect letter *but have not yet released the key*, you can always slide your finger over to the correct character and then release. The correct character will be inserted.

I hope you find this tip useful in improving your keyboard entry!

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### **Date**

04/21/2025

### **Date Created**

03/06/2008

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