

## Basic touch screen functionality: copy, paste, etc. (for students, instructors)

**Video:** <http://www.youtube.com/watch?v=Lf9WEILTARg>

**Function:** This video shows basic touch screen functions and shortcuts for both students and instructors.

You can search for any word on a web page when browsing with the iPad just like you can on a laptop or desktop. With a website open in Safari, tap the URL bar at the top of the screen. Then type in the word you'd like to search for. In Safari's drop-down results you'll see a category called "On The Page" near the bottom of the window. The word or phrase you searched for will appear under this header. Tap it to locate that word or phrase within the page.

If you want to go back to the top of any app you're using, tap the top bar (the one that shows time), and it will take you to the top of the page. You have to trust me on this one, because it also has the function of stopping screen recording and if I tap it now it will effectively end this video. But try it when you're not recording anything!

If you're going to be using the iPad for taking notes, writing papers, and sending emails, you'll probably have to copy and paste text between apps. It's easy to do— just press and hold on the first word of the text you'd like to copy. Then, a small bubble should appear and that word should be highlighted. Drag the cursor to highlight more text, and when all the text you'd like to copy has been selected tap the "Copy" button.

When it's time to paste, just tap the blank space where you'd like to drop your text and press the "Paste" button (or use Command+V).

To select all text, use Command + A or Select All button..

Here are some other useful editing shortcuts ( Command and Option Buttons are located in the lower left corner of your keyboard):

Command + X: Cut

Command + Z: Undo

Command + Shift + Z: Redo

Option + Left: Move cursor one word to the left

Option + Right: Move cursor one word to the right

Option + Shift + Left arrow: Select previous word

Option + Shift + Right arrow: Select next word