iPad keyboard and screen

Learn how to use your iPad's keyboard and adjust the screen brightness so it's just right for you.

You will need to access your iPad's keyboard a lot, so this guide will teach you how to use it. You will also learn how to quickly adjust your iPad's screen brightness so that your tablet is more comfortable to use.
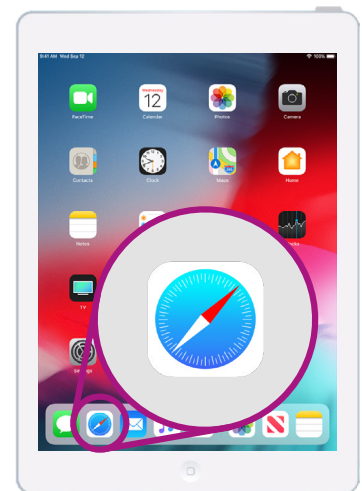
What you will need

Before you begin, check that your tablet is fully charged and showing the **Home** screen. Your operating system software should also be fully up to date.

Understanding the on-screen keyboard

An iPad can be as powerful as a laptop computer, but it doesn't come with a physical keyboard permanently attached. Your iPad has what we call an **on-screen keyboard**, that appears whenever you tap in a text-entry field on the screen of your tablet.

One place you'll use the keyboard a lot is in the web browser. Your iPad includes a web browser called Safari, so let's open it up.

Tap the **Safari** icon to open the browser.

Tapping the Safari icon opens your iPad's web browser
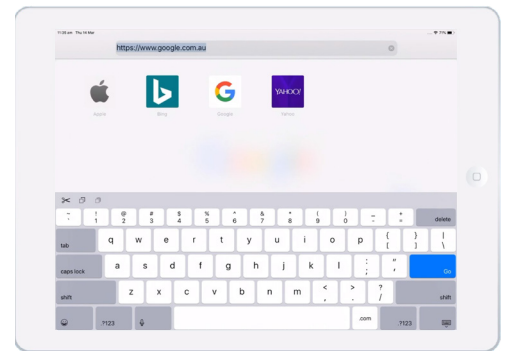
Using the keyboard with Safari

When it opens, Safari will show the last web page you visited, or a blank page with links to your favourite websites. You can see the page fills the whole screen, and no keyboard is visible.

Let's get the keyboard up so we can type something.

1. For this demonstration, tap on the **Search bar** at the top of the Safari page to make the keyboard appear at the bottom of the screen.

2. After you tap on the **Search bar**, the web address in the bar is highlighted blue. On the keyboard, tap the **Delete** key at the top right of the keyboard, and get ready to enter a web search.

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3. You can also tap the **cross** in the right of the **Search bar** to clear it, or you can even just start typing a new search on the keyboard!

4. Tap on the keyboard letters to spell out the word **weather**. When you're finished, tap the **Go** key to make Safari search for information about weather.

5. Google will show the search results, but the keyboard will disappear. To get it back, tap in the **Search bar** again.

6. To type a single uppercase letter, first tap either of the **Shift** keys and then tap the letter. After you tap it, the keyboard will switch back to lowercase.

7. To type everything in capitals, tap the **Caps lock** key. All the letters on the keyboard will appear as capitals. You will now type in capitals until you tap the **Caps lock** key again.

8. If your iPad doesn't have a **Caps lock** key, double-tap either of the **Shift** arrows so that a line appears beneath the arrow and all the letters on the keyboard appear as capitals. To turn off capitals, tap either **Shift** arrow again once.

9. To include a space between words, tap the long **Space bar** at the bottom of the keyboard.
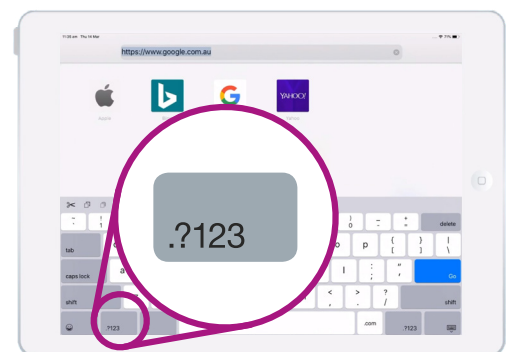

The keyboard appears on the screen when you tap in a text entry field

Typing punctuation and symbols

You can also type punctuation and a range of special symbols, such as currency signs. If your model of iPad doesn't show numbers at the top of the keyboard, you can also type numbers this way.

1. To see numbers, symbols, and punctuation, tap the **.?123** key.

2. To go back to the alphabet and normal typing, tap the **ABC** key.

Tap the .?123 key to see symbols and punctuation
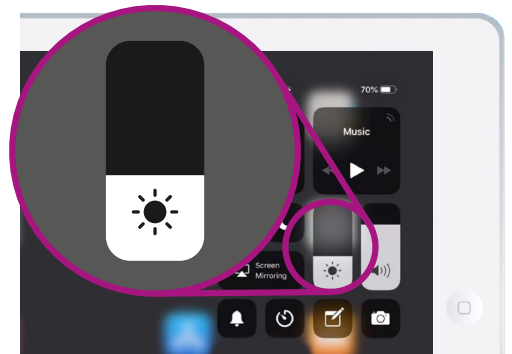
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Quickly adjusting screen brightness

You can adjust brightness of your screen from the **Control centre**, which you open by swiping your finger down from the top right corner of the screen. You can open the **Control centre** any time, whether you're in an app, on a phone call, or on a website.

1. To open the **Control centre**, place your finger on the top right of the bezel, which is the black or white area that surrounds the screen.

2. Swipe down from the top right of the screen to open the **Control centre**.

3. Look for the slider control with the icon of the sun. This controls screen brightness.

> **'You can open the Control centre any time, whether you're in an app, on a phone call, or on a website.'**

4. Place your finger on the slider and move it up to make the screen brighter. This is helpful if you want to use your iPad outside in direct sunlight.

5. Move your finger down to make the screen less-bright. You might do this in a darker room or in the evening.

6. Take your finger off the slider to set the brightness to the level you've selected.

7. You can close the **Control centre** by swiping up. Your iPad will return to what you were previously doing.

Move your finger up or down on the slider control to adjust screen brightness