



## iPad Tips & Tricks – Double Tap for Shift Lock

If you want to use all capitals, for emphasis or to type an acronym, you can turn on the option **Enable Caps Lock**.

Go to **Settings, General, and Keyboard**. Turn on **Enable Caps Lock**.

Now tap the shift key twice. The background turns blue to show that Caps Lock is enabled. To type in lower case, tap the shift key to turn off Caps Lock.

