

****Letter Editing Tips for iPad****

1. **Use the Notes App**

- Open the Notes app to draft your letter for easy access and editing.

2. **Check for Grammar and Spelling**

- Utilize built-in spell check by tapping on any underlined word and selecting the correct option.

3. **Take Advantage of Text Replacement**

- Set up shortcuts in Settings > General > Keyboard > Text Replacement for frequently used phrases.

4. **Zoom for Detailed Edits**

- Use the zoom function by placing two fingers on the screen to view details clearly when editing.

5. **Utilize Apple Pencil**

- If available, use the Apple Pencil for handwritten edits or annotations directly on documents.

6. **Organize with Headings and Bullet Points**

- Structure your letter using headings and bullet points for clarity.

7. **Highlight Important Sections**

- Use the highlight feature to mark key information that needs special attention.

8. **Read Aloud Feature**

- Enable the Speak Selection feature in Settings > Accessibility to listen to your letter for errors.

9. **Cloud Backup**

- Save your edits to iCloud or a similar service to ensure you never lose your work.

10. **Share for Feedback**

- Use the share option to send your letter to a friend for a second opinion before finalizing it.