

# PERSONAL DICTIONARY SHORTCUTS

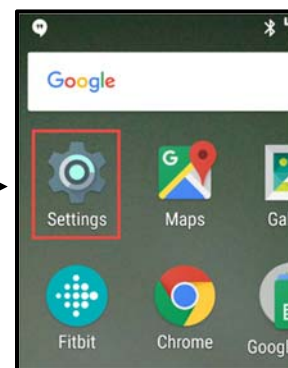


You can edit your Personal Dictionary on your Android device which will allow you to create keyboard shortcuts for words or phrases that you may use frequently.

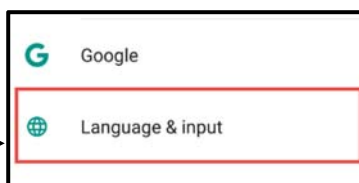
\*\*The steps shown here are for Android devices running version 6.0

## OPEN YOUR PERSONAL DICTIONARY

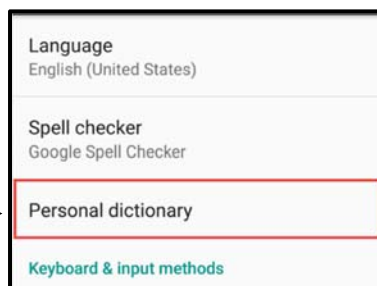
1. Tap on **Settings**.



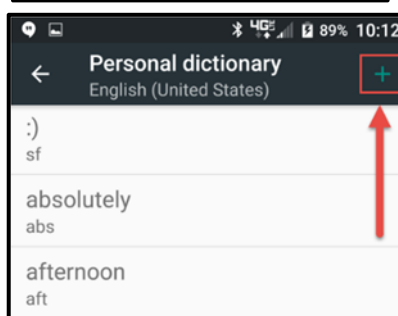
2. Tap on **Language & input**.



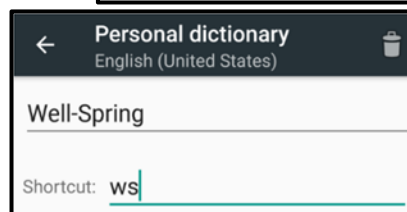
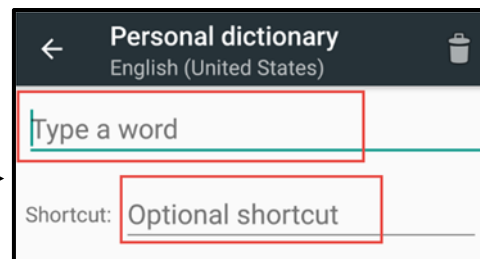
3. Tap on **Personal dictionary**.



4. Tap the **+** sign to add a new entry.



5. In the **Type a word** field, type the word or words you want to have a shortcut for. In the **Shortcut** field, type a 2 or 3 character shortcut.



6. Tap the **Enter** key on your Android phone to accept the entry.



Here are a few suggested shortcuts you can create to save you time when typing on your Android device:

**Phrase:** your email address

**Shortcut:** eml

**Phrase:** your home address

**Shortcut:** addr

**Phrase:** your phone number

**Shortcut:** phn

**Phrase:** Be right back

**Shortcut:** brb

**Phrase:** Talk to you later.

**Shortcut:** ttyl

**Phrase:** Sounds good.

**Shortcut:** sg

**Phrase:** No problem.

**Shortcut:** np

