

# TEXT REPLACEMENT FEATURE



Text Replacement is a feature on your iPad/iPhone that allows you to create keyboard shortcuts for words or phrases that you may use frequently.

## CREATE A TEXT REPLACEMENT ENTRY

1. Tap on **Settings**.

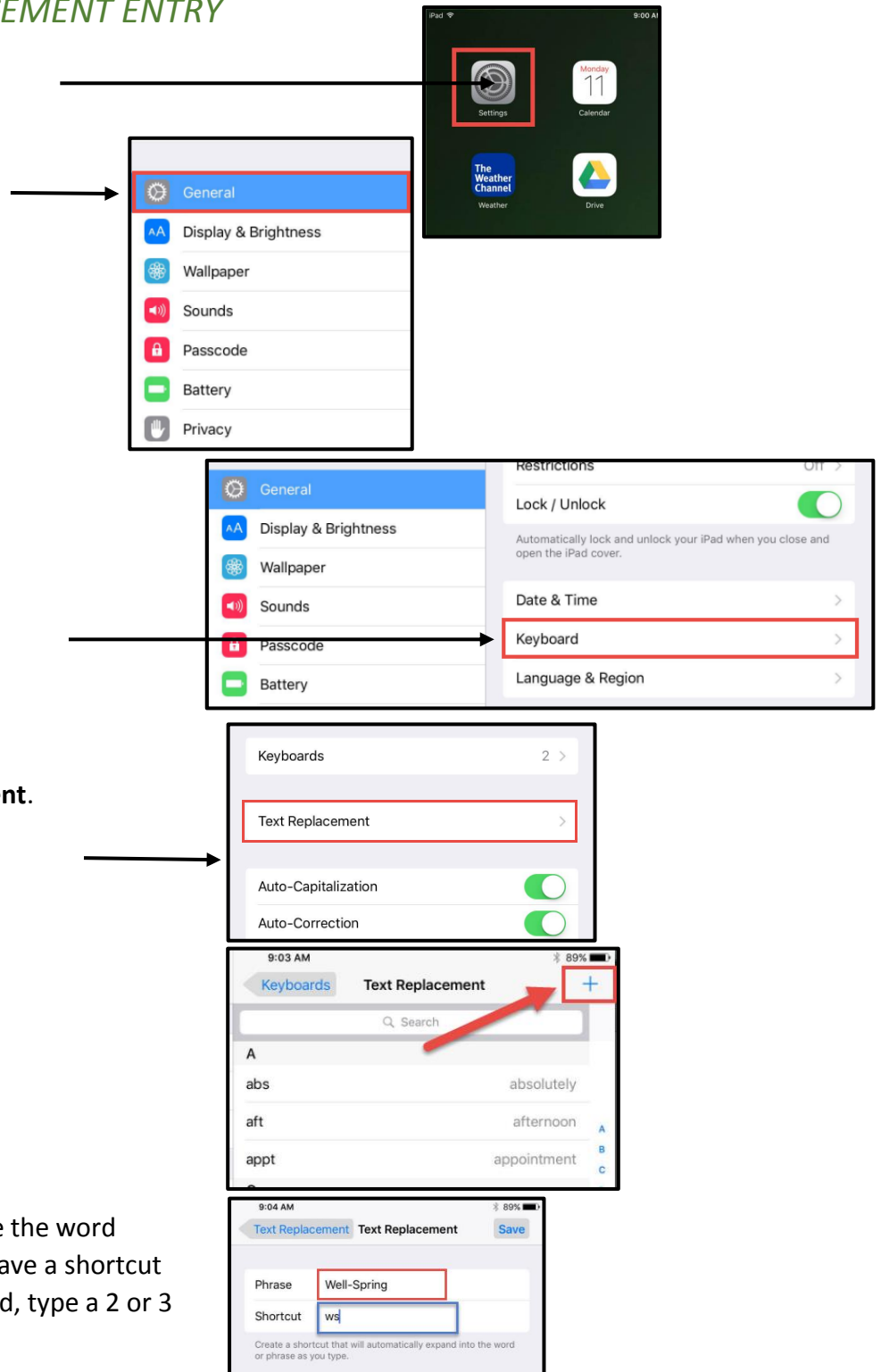
2. On the left-hand side, tap on **General**.

3. On the right-hand side, tap on **Keyboard**.

4. Tap on **Text Replacement**.

5. Tap the **+** sign.

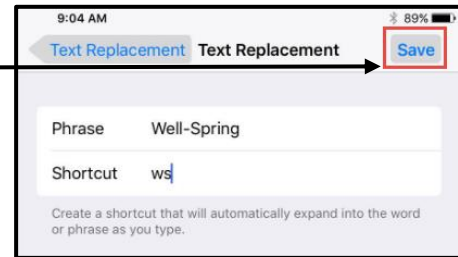
6. In the **Phrase** field, type the word or words you want to have a shortcut for. In the **Shortcut** field, type a 2 or 3 character shortcut.



# TEXT REPLACEMENT FEATURE



7. Tap on **Save**.



8. Now in an email or a text message, try the shortcut(s) to see how they work.

Here are a few suggested shortcuts you can create to save you time when typing on your iPhone/iPad:

**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