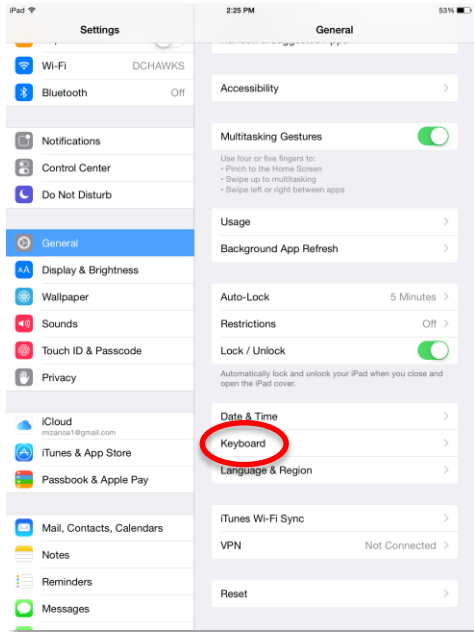
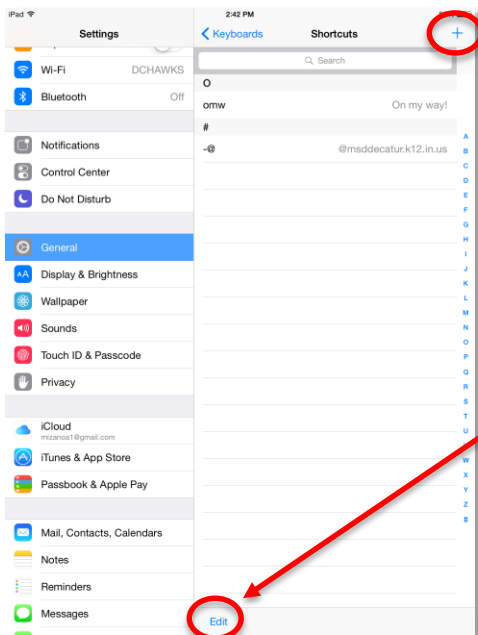
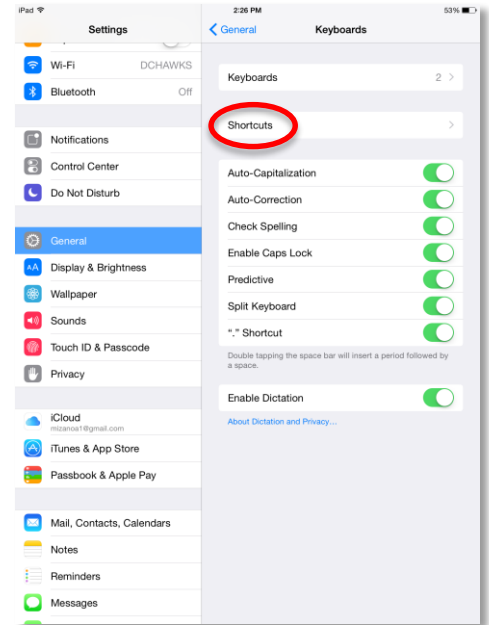


iPad: Typing - Shortcuts

Shortcuts can make typing on your iPad easier and save time! How many times have you wished you didn't have to type out your whole city and state address, or the whole email address for the school district? With shortcuts, you don't have to! And the best part? Shortcuts can be synced across devices!

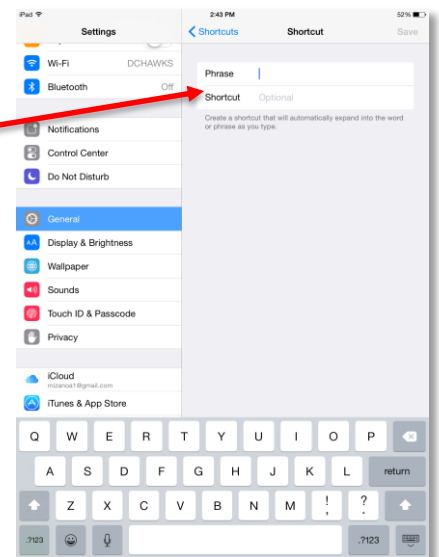


Settings → General →
Keyboard → Shortcuts



Add new shortcut

- Enter phrase to be used as a shortcut
- Enter the shortcut that will trigger the expansion
Use a dash or something else that you are unlikely to use in the middle of a sentence



To get rid of an unwanted shortcut – tap edit on the bottom left corner and tap the minus sign next to the shortcut you want to delete

You can also swipe left or right to get the delete option on an individual shortcut