

Apple iPhone and iPad

Creating & Using Text Replacements



Do you regularly use the same phrases in your text messages and email messages? For example, your home address, your email address or a common phrase such as Happy Birthday. Wouldn't it be great if there was an easy way of quickly typing these phrases. Well, there is! It is called Text Replacement.

How Does Text Replacement Work?

Text Replacement works by you specifying a particular phrase to be automatically entered when you type a specific string of characters followed by a Space. This specific string of characters is known as a Shortcut!

Creating a Text Replacement

To create a Text Replacement, follow these suggested steps:

1. From the Home Screen, activate the Settings icon. Upon doing this, the Settings screen will be displayed.
2. In the Settings screen, locate and activate the General button. Upon doing this, the General screen will be displayed.

Note 1: If you are using an iPad, the screen is split into 2 vertical windows. The left side contains a list of Categories, and the right side contains the settings for the selected category. The General button is situated in the left side.

3. In the General screen, locate and activate the Keyboard button. Upon doing this, the Keyboard screen will be displayed.

Note 2: You can also get to the Keyboard screen by asking Siri to "Open keyboard settings".

4. In the Keyboard screen, locate and activate the Text Replacement button. Upon doing this, the Text Replacement screen will be displayed. This contains a list of all Text Replacements that you have created, along with a sample Text Replacement for "On My Way".
5. In the Text Replacement screen, locate and activate the Add button, situated at the upper right corner of the screen. Upon doing this, a screen will be displayed which contains two Text Fields. The first Text Field is labelled Phrase. This is where you type the text you want to be entered after typing the shortcut. The second Text Field is labelled Shortcut. This is where you

specify which characters are used to initiate the Text Replacement. At the bottom of the screen, you will find a virtual keyboard.

6. Locate and activate the Phrase Text Field. Then, using the virtual keyboard, type the phrase you want to be entered after the shortcut is typed. For this example, type the phrase "Happy Birthday".
7. Now locate and activate the Shortcut Text Field. Then, type the string of characters that will initiate the Text Replacement after pressing the Spacebar. For this example, type the characters "HBT (Hotel Bravo Tango)".

Note 3: It is recommended to keep the Shortcut text to as few characters as you can. Usually 3 or 4 characters is absolutely fine!

8. Finally, locate and activate the Save button, situated at the upper right corner of the screen. Upon doing this, you will be returned to the Text Replacement screen. The shortcut you just created, along with the phrase, will now be in the list of Text Replacements!

Using Text Replacements

You can use your text replacements in any Text Field. Let's test out the text replacement you've just created.

1. Open the Notes app.
2. Locate and activate the New Note button, situated at the bottom right corner of the screen. Upon doing this, a new note will be created and you'll be ready to start typing. A virtual keyboard will be available at the bottom of the screen.
3. Now type the characters HBT. Upon doing this, a sound will play. This indicates that a Text Replacement is available. Press the Spacebar to activate the Text Replacement. Upon doing this, the words Happy Birthday will be inserted into your note. How cool is that?

Note 4: If the Text Replacement you enter is an email address, a Space character is added to the end of the email address. Ensure that you delete this Space character, as it could make the email address invalid!