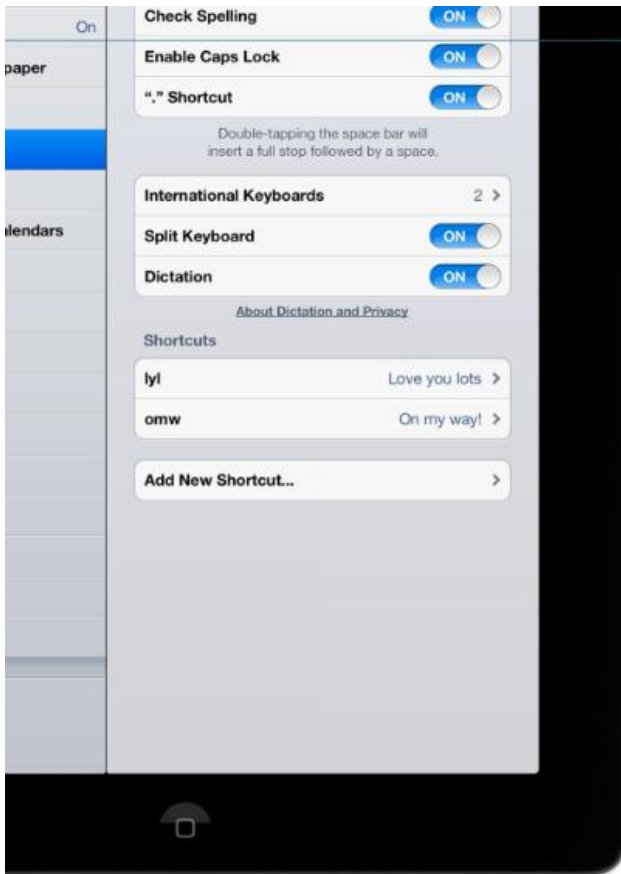




## iPad Tips & Tricks – Typing Shortcuts



You can create custom typing shortcuts to quickly add common phrases to messages, such as **On my way!**”.

Open **Settings, General**, and then **Keyboard**. Here you will find the **Shortcuts** section. Tap **Add New Shortcut...** and then enter your **Phrase** and **Shortcut**. For example, type “Hi, how are you?” as the **Phrase** and “hha” as the **Shortcut**.

When typing, simply enter the shortcut and the iPad will offer to auto-complete to the full phrase. Tap the space bar to accept the auto-complete and carry on typing.