

**From:** dopmannouncement

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**To:** DOPM All Users <DOPMAILUsers@uabmc.edu>

**Subject:** Computer Tip of the Week -- Keyboard shortcuts in iOS (iPad or iPhone)

## Keyboard shortcuts in iOS (iPad or iPhone)

Brought to you by Rich Searles  
- Computer Tech (now in MT-403)



### SITUATION:

Tired of tapping out the same long phrase or response repeatedly? Email addresses for example?

### SOLUTION:

Open your settings menu -



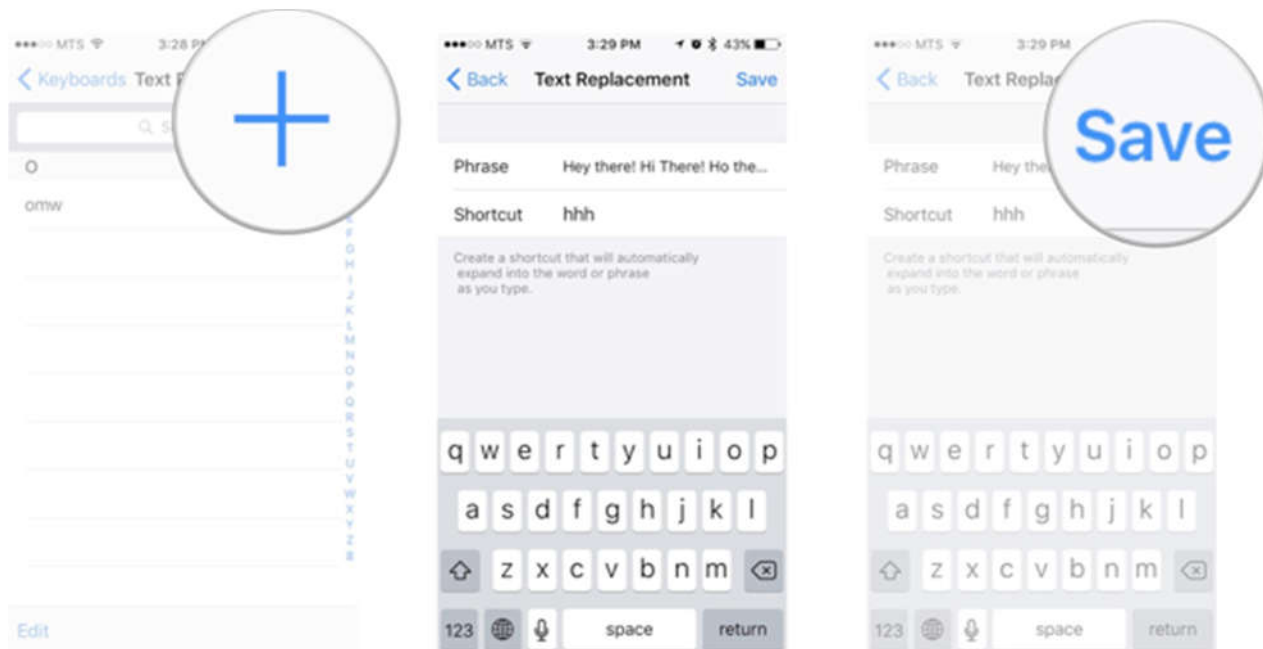
then tap "general" then "keyboard" then "text replacement" menus

Tap on the + in the top right corner

In the Phrase field, type in the entire phrase you'd like to create a shortcut for

In the Shortcut field, type in the snippet you want to be replaced by the phrase

Tap Save at the top right



Now anytime you type that shortcut, it will replace it with the phrase you designated in the predictive text. Just tap the space bar to complete the phrase.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>