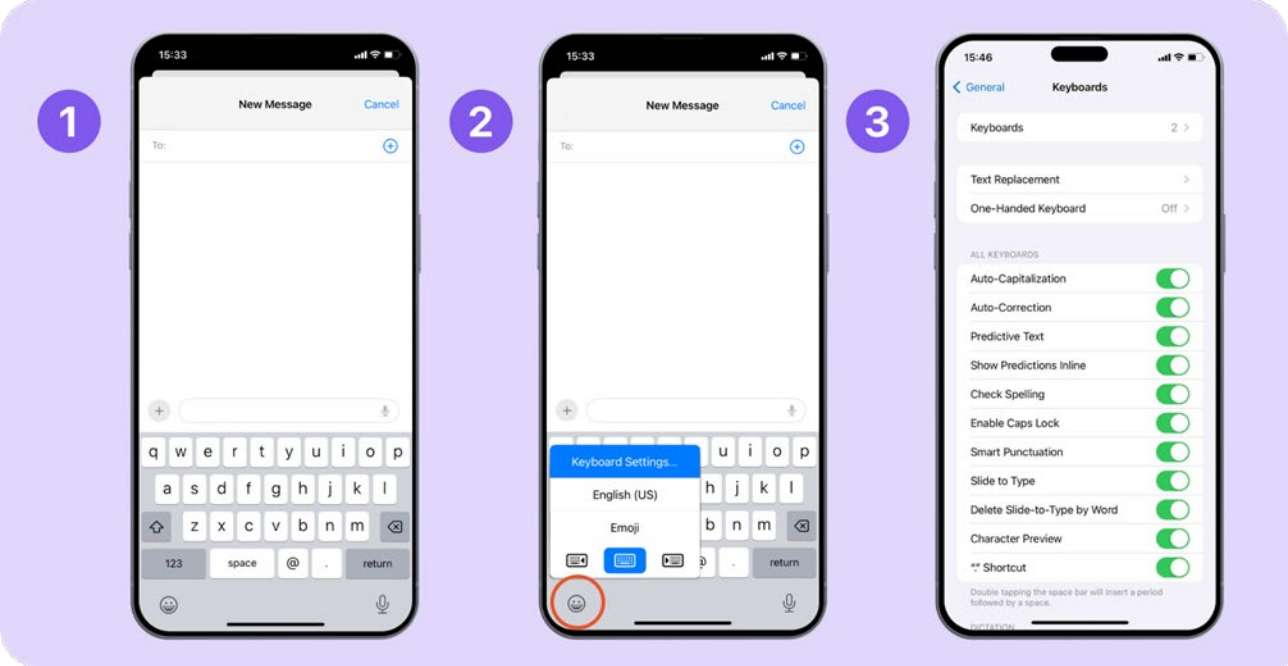
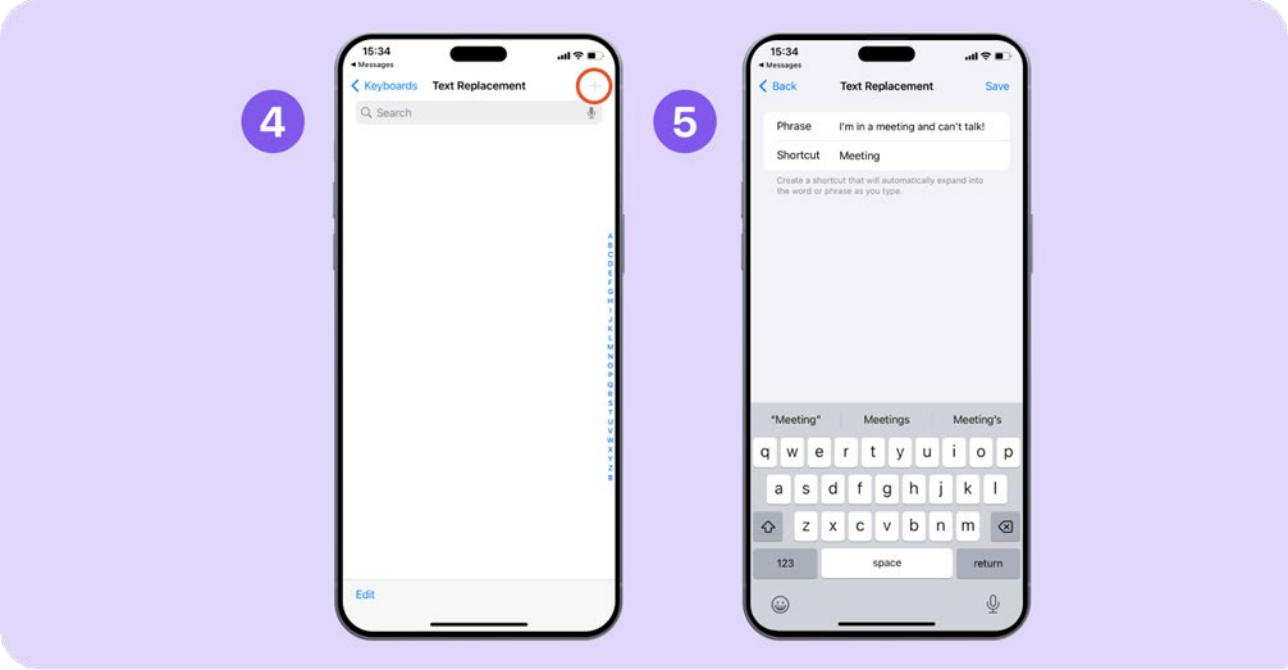
iPhone Text Templates

Text replacements are an easy way to create and send text templates. After setting up a text replacement, each time you type a shortcut like “meeting,” your iPhone will offer you the option to select the phrase you previously identified, like “Can’t text right now—in a meeting!” The process for setting up text replacements is easy:

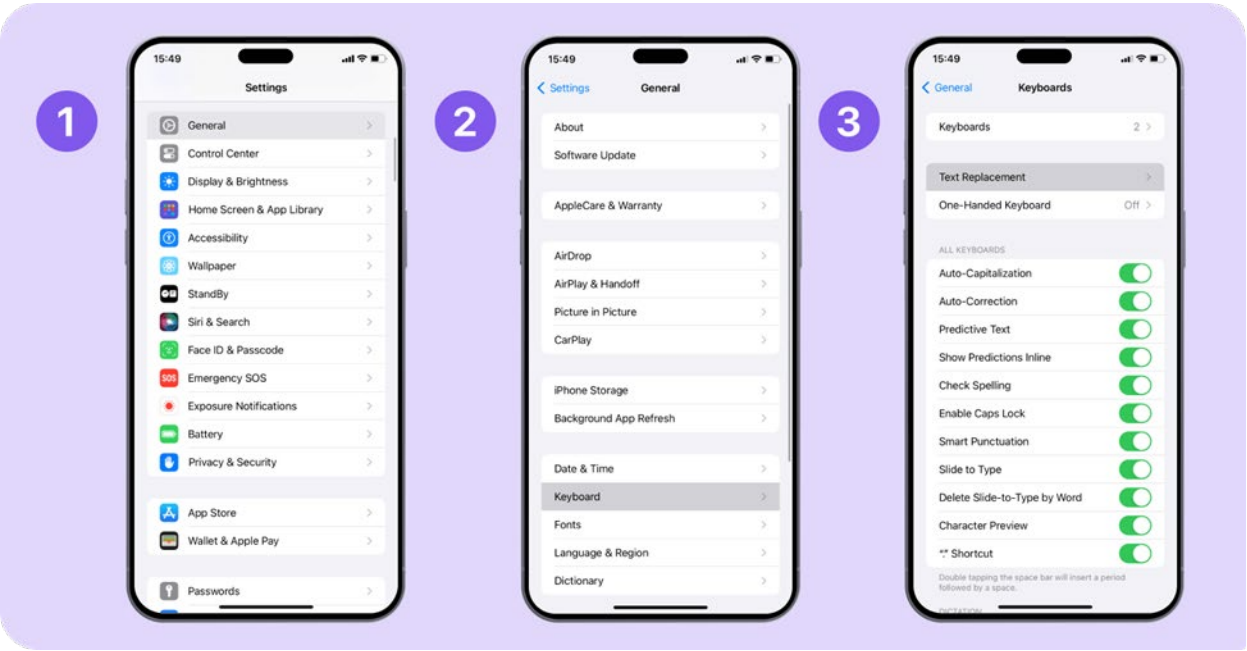
1. Open a conversation in your Messages app.
2. Click on the text bar, then touch and hold the smiley face or world symbol.
3. Tap “Keyboard Settings,” then tap “Text Replacement.”
4. Tap the plus symbol (“+”) in the top right of the page.
5. Type a phrase in the “Phrase” field and the corresponding text shortcut in the “Shortcut” field.
6. Avoid using real words as shortcuts. You might want to make up a word to avoid mistyped texts.
7. Tap “Save” in the upper right corner.

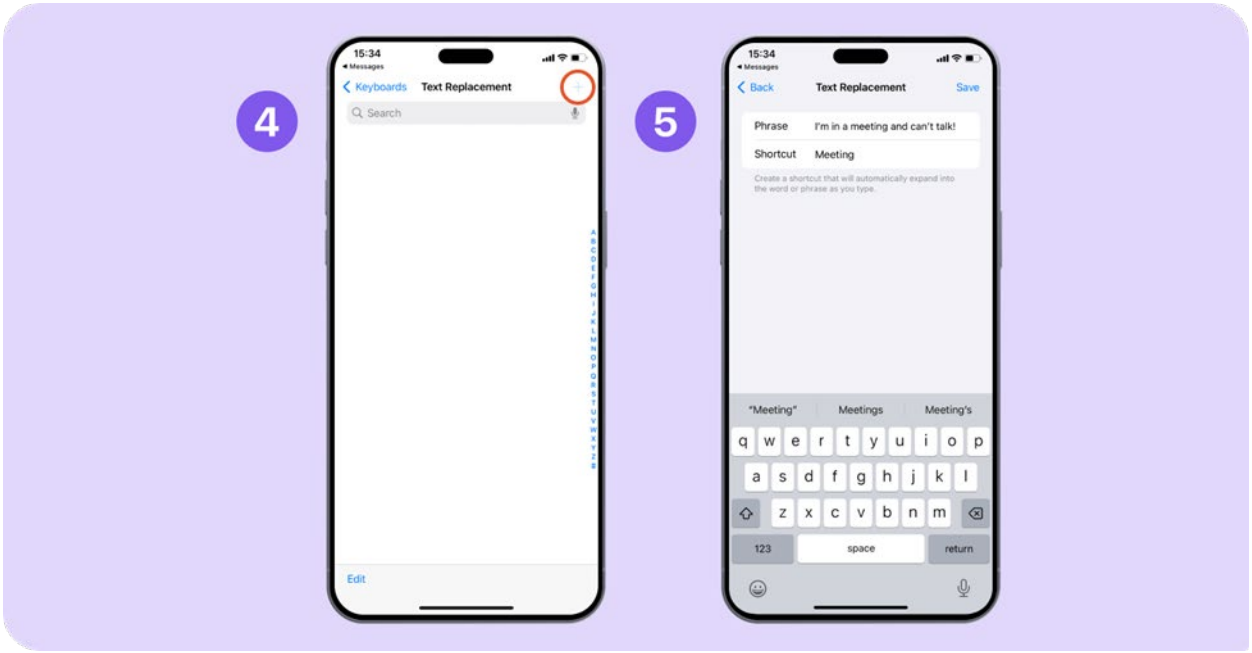




Alternatively, you can follow this process outside of the Messages app:

1. Open the Settings app.
2. Navigate to General > Keyboard > Text Replacement.
3. Tap the plus symbol (“+”) in the upper right corner.
4. Type the phrase in the “Phrase” field and the corresponding shortcut in the “Shortcut” field.
5. Tap “Save” in the upper right corner.




4
15:34
Messages
Keyboards
Text Replacement
Search
Edit
5
15:34
Messages
Back
Text Replacement
Save
Phrase
I'm in a meeting and can't talk!
Shortcut
Meeting
Create a shortcut that will automatically expand into the word or phrase as you type.
"Meeting"
Meetings
Meeting's
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
return