Introduction

We all have a phrase, a number, or another string of text that we type over and over again: a lengthy street address, your office number, or any other common bit of data you wish would simply flow from your fingertips to your touchscreen.

You can save yourself a ton of tapping by creating your own custom keyboard shortcuts for Android devices.

How does a keyboard shortcut (or "text expansion," as it's also called) work? Here's an example: if you were to type, say, the letters "mpn" (for "my phone number"), your phone or tablet would immediately substitute the phrase or text string of your choice—like "212-55-5-1212."

Source: https://www.pcworld.com/article/2847469/too-much-tapping--create-your-own-android-and-ios-keyboard-shortcuts.html

Steps

1. Tap + Button, top-right corner of the screen,then type the word or text string that'll trigger the shortcut. You're best off picking something other than a common word; for example, "addr" rather than "address."

2. Next line, type in the actual phrase you want when typing the shortcut, such as "1234 Main Street, Anytown USA." The phrase is limited to about 50 characters.

3. Tap Back button and your shortcut appears as an entry on the Personal dictionary screen.

4. Tap + to add another shortcut

Note: These steps work only with the stock Android keyboard. Tap Settings, Language & input, and make sure Google Keyboard is selected under the Keyboard & Input Methods heading.

Testing

Example: Compose a new Gmail message and **Type "addr" in the body of the message;** when you do, you should see your shortcut appear as a text-substitution button just above the keypad.

How to Create Keyboard Shortcuts