## 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 iOS 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
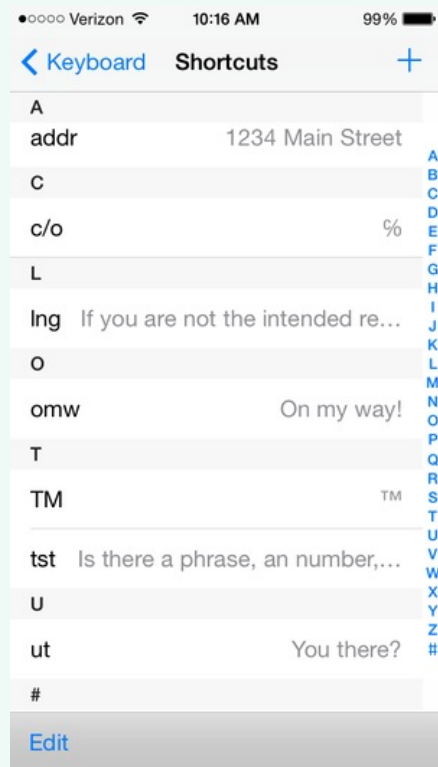
## Steps

**1. Tap Settings, General, Keyboard, then tap Shortcuts near the bottom of the screen.**

**2. You'll now see a list of all the existing keyboard shortcuts on your iOS device.** To add a new one, tap the "+" in the top corner of the screen.

**3. In the "Phrase" field, type the full phrase that you'd like to appear when you tap out a shortcut.** The phrase itself can be a short string of numbers or a lengthy block of text; I pasted in a 350-word-plus paragraph without any trouble.

**4. In the "Shortcut" field, tap in the shortcut** that'll trigger the full phrase you just entered; again, try a short string of letters that won't be easily confused with a common word.

**5. All set? Tap the "Save" button**

## Testing

Example: Compose a fresh email, type your shortcut, and the phrase you entered should appear as a bubble above the cursor. Tap the space bar, and pop! The phrase will jump into the message, right where your shortcut was.

## How to Create IS Keyboard shortcup