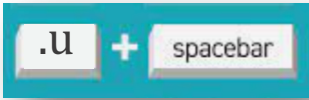


VCS APPLE LEARNING PROGRAM

iPad Support Team
Instruction Technology Services



TEXT REPLACEMENT: Create a keyboard short cut to make placing text into a given field easier.

- 🍏 Open SETTINGS
- 🍏 Tap GENERAL
- 🍏 Tap KEYBOARD located in the right panel
- 🍏 Tap TEXT REPLACEMENT
- 🍏 Tap the PLUS + in the upper-right corner of the screen
- 🍏 Type the phrase you want the keyboard to shortcut print
(example: @vcs2go.net)
- 🍏 Type the shortcut you want to type to make the phrase appear
(example: @v)
- 🍏 Tap SAVE in the upper-right corner of the screen
- 🍏 When you want to use the shortcut, type your shortcut command
then tap the spacebar
(example: xxxxx@v (spacebar))