

HOW TO CREATE TEXT SHORTCUT

FOR ANDROID & IPHONE

Text shortcut is an effortless way to send all your information to other agents or clients. For example, you may use your initials of your first and last name that will automatically create all the information about yourself like your full name, license #, address, phone, email, fax number, and website. This will save you a lot of time when you need to text your information.

Android:

To create a text shortcut on your Android, follow the steps below:

1. Go into your Setting
2. Click on Language & Input
3. Then click “Personal dictionary”
4. Choose the language option
5. Tap the “+” sign in the top-right corner of the screen
6. Enter the word or phrase (like “on my way”) you'd like to make a shortcut for
7. Your shortcut is ready

iPhone:

To create a text shortcut on your Android, follow the steps below:

1. Launch the Settings app.
2. Tap General.
3. Tap on Keyboard.
4. Tap on Text Replacement.
5. Tap on the + in the top right corner.
6. In the Phrase field, type in the entire phrase you'd like to create a shortcut for
7. Your shortcut is ready

© 2017 ALLISON JAMES UNIVERSITY. ALL RIGHTS RESERVED • (941) 677 - 2544 • [WWW.AJIUNIVERSITY.COM](http://WWW.AJIUNIVERSITY.COM)