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.



	Q, Search			
4			Phrase I'm in a meeting and can't talk!	
			Shortcut Meeting	
		N N O P O		
		S U V W X	"Meeting" Meetings Meeting's qwertyuiop	
		s U W X Y Z E	"Meeting" Meetings Meeting's q w e r t y u i o p a s d f q b i k l	
		5 0 0 0 0 0 0 2 2 5 2 5 2 5 5 5 5 5 5 5	"Meeting" Meeting's Q W e r t y u i o p a s d f g h j k l	
			"Meeting" Meeting's Q W e r t y u i o p a s d f g h j k l Q z x c v b n m @	
		5 7 7 8 8 8 8 8 8 8 8 8 8 8 8	"Meeting" Meetings Meeting's Q W e r t y u i o p a S d f g h j k l Q Z X C V b n m S 123 space return	

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.

Settings		Settings General		Ceneral Keyboards	
General	2	About	. 3	Keyboards	2
Control Center		Software Update			
Display & Brightness	- 20			Text Replacement	
Home Screen & App Library	5	AppleCare & Warranty	5	One-Handed Keyboard	Off
O Accessibility	5	1		The second s	
(R) Wallpaper		AirDrop	5	ALL KEYBOARDS	
StandBy		AirPlay & Handoff	2	Auto-Capitalization	-
Siri & Search		Picture in Picture	>	Auto-Correction	_
		CarPlay	8	Predictive Text	
Face ID & Passcode	2 P			Show Predictions Inline	
Emergency SOS		iPhone Storage	>	Check Spelling	
Exposure Notifications	2	Background App Refresh	2	Enable Caps Lock	
Battery	5			Smart Punctuation	
Privacy & Security	5	Date & Time	2	Slide to Type	-
		Keyboard	>	Delete Slide-to-Type by Word	
App Store		Fonts	3	Character Preview	•
Wallet & Apple Pay	- 21 	Language & Region	3	" Shortcut	C
		Dictionary	3	Double tapping the space bar will insert a	period

