iPad Text Substitution
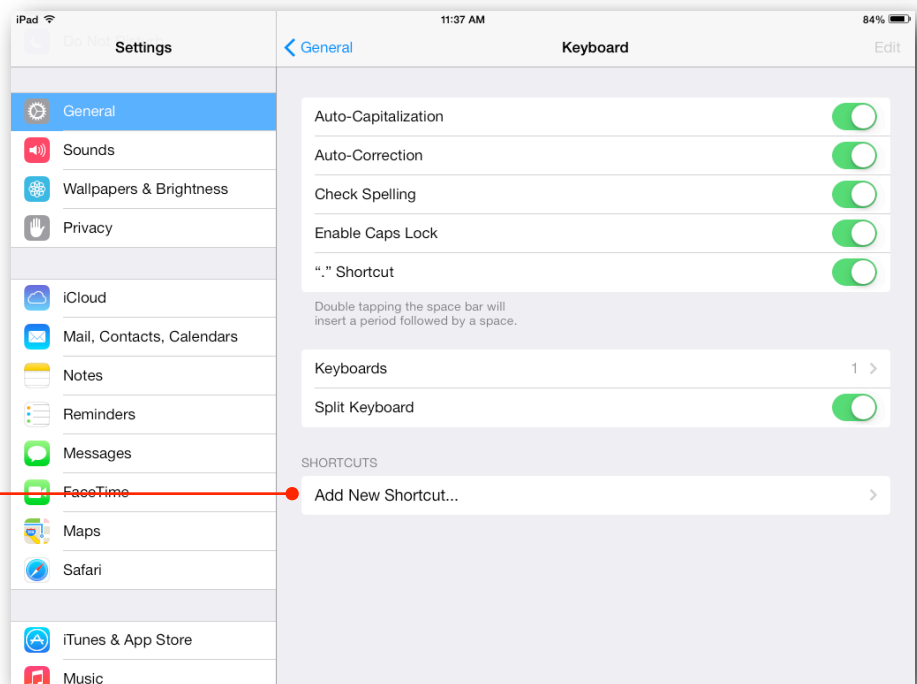
Adding text shortcuts gives you a quick way to write long words or phrases on your iPad.

To set up shortcuts, first go to your iPad settings and touch "General" and then "Keyboard"
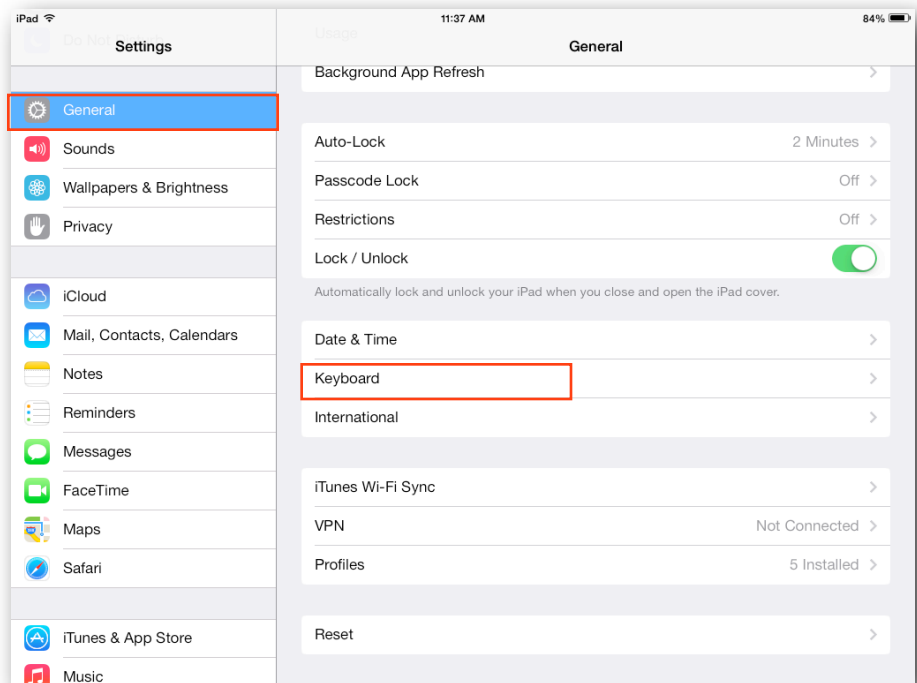
Now touch "Add New Shortcut..."

The "Phrase" is the long phrase or word that you want the iPad to automatically type for you.

The shortcut is the combination of letters that you want to type for this shortcut to appear.

Be careful to not use a shortcut combination that you type a lot. For example, if my shortcut was the word "email," every time I type "email" it is going to try to substitute my email address.

A good way around this is to start your shortcut with a symbol, such as ",email"
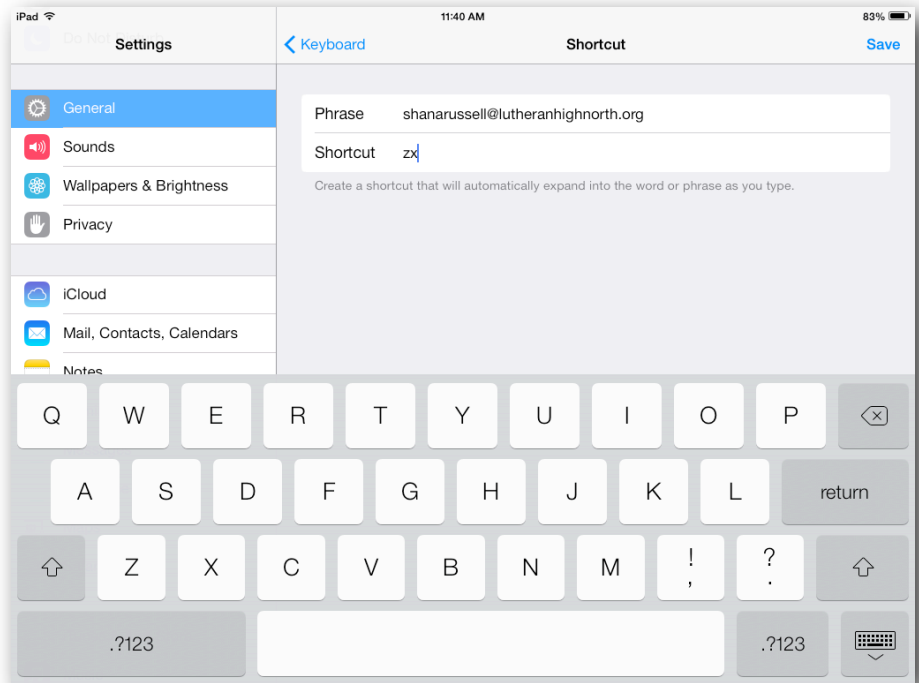
now whenever I type the letters zx together, it's going to substitute my email address. I can just touch the space bar or return to accept the substitution. I'll touch the x if I don't want it to substitute.