

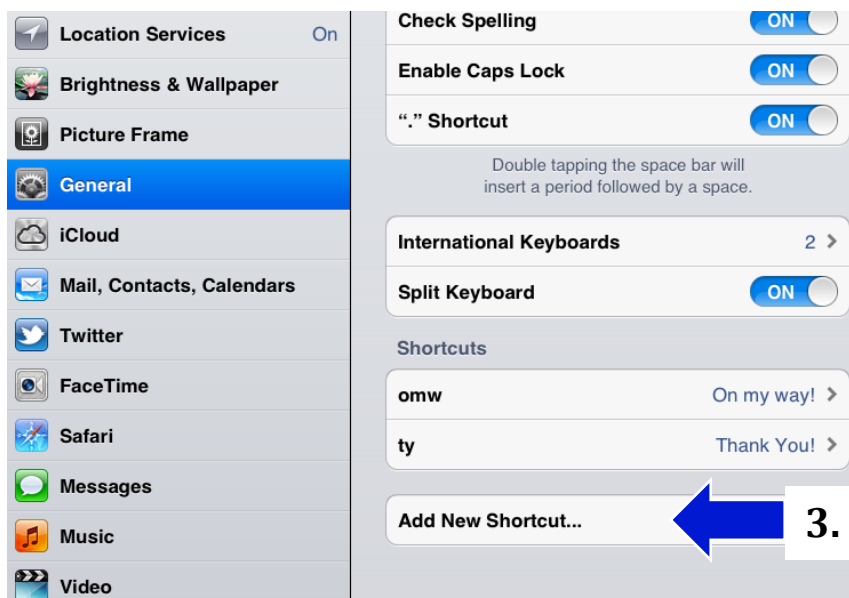
# How to Add Shortcuts (for keyboard)



## 1. Select Settings



## 2. Scroll down and then select Keyboard



## 3. Select Add New Shortcut

**4. Type in a phrase and a shortcut (hint: make the shortcut a small, unique combination):**

Phrase sandraroby@k12.waltham.ma.us

Shortcut emw

Create a shortcut that will automatically expand into the word or phrase as you type.

**5. Select Save**



Settings Keyboard Shortcut Save

Phrase sandraroby@k12.waltham.ma.us

Shortcut emw

Create a shortcut that will automatically expand into the word or phrase as you type.

Settings Keyboard

Auto-Capitalization ON

Auto-Correction ON

Check Spelling ON

Enable Caps Lock ON

“.” Shortcut ON

Double tapping the space bar will insert a period followed by a space.

International Keyboards 2 >

Split Keyboard ON

Shortcuts

emw sandraroby@k12.waltham.ma.us >

omw On my way! >

ty Thank You! >

Add New Shortcut... >



**Your list of shortcuts will appear here.**