

Tips for SagePreneurs®

How to manage all those passwords!

Keep these answers under 6 characters each.

Who, what, or where do you love? _____

What is a number you can always remember? _____

What is a symbol on the keyboard you can recall? _____

Example: Paris 1216 +

Now string your answers together with no spaces: _____

Example: Paris1216+

Add this “string” before or after the name of the app you are using.

Examples:

YahooParis1216+

AmazonParis1216+

NetflixParis1216+

SageParis1216+

Or:

Paris1216+Yahoo

Paris1216+Amazon

Paris1216+Netflix

Paris1216+Sage

This is an easy way to remember passwords. DO NOT USE this system for confidential sites, including banks, password logs, or anything that you absolutely don't want anyone to access. Use another very secure password for each of those sites.

You can also use an app. I use LastPass. You can use it across devices, which is a great help. Check out the free version. LastPass.com

Notes: _____

Save time and be accurate with “text replacement” on your iPhone.

I use this multiple times a day for my email address.

1. For iPhones – Go to Settings, General, Keyboard, Text Replacement
2. Click the + symbol to create a new entry
3. Add the phrase you want the shortcut to generate
4. Add the shortcut and Save.
5. Now when you enter the shortcut on your device, it will replace what you entered with the phrase.

Example: To use text replacement for an email address (the example is fake and only for this example – I don’t know Suzie Jones 😊).

susiejones@gmail.com is the phrase and sjem (for **Suzie Jones Email**) for the shortcut.

For you, use your initials and add em for email or something else you can remember. This little tip will save so much time if you are on the Internet frequently.

Here's how you can use Text Replacement on your Android device to quickly type phrases or words:

1. **Open Settings**
 - Swipe down from the top and tap the gear  icon, or open the **Settings** app directly.
2. **Navigate to Language & Input**
 - Scroll down and tap on **System** or **General Management**.
 - Select **Language & Input** or **Keyboard**.
3. **Access Your Keyboard Settings**
 - Tap on **On-screen keyboard** or **Virtual keyboard**.
 - Choose your default keyboard (**e.g., Gboard, Samsung Keyboard**).
4. **Set Up Text Replacement**
 - For **Gboard**:
 - Tap **Dictionary** → **Personal Dictionary** → select your language.
 - Tap the + icon.

- In **Type a word**, enter the full phrase you want to appear.
- In **Shortcut**, enter the short abbreviation you'll type to trigger the phrase.
- Tap the **checkmark (✓)** or **Save**.
- For **Samsung Keyboard**:
 - Select **Text Shortcuts**.
 - Tap **+ Add** or the **+** icon.
 - Enter your shortcut phrase and expanded text.
 - Tap **Save**.

Example:

- **Shortcut:** omw
- **Expanded text:** On my way!

Now, when you type your shortcut (like omw) and press **Space** or select the suggestion, your device will automatically expand it to the longer phrase.

Tips:

- Add phrases you frequently type, such as email addresses, phone numbers, greetings, or professional signatures.
- You can always edit or delete your shortcuts later from the same menu.

Notes: _____
