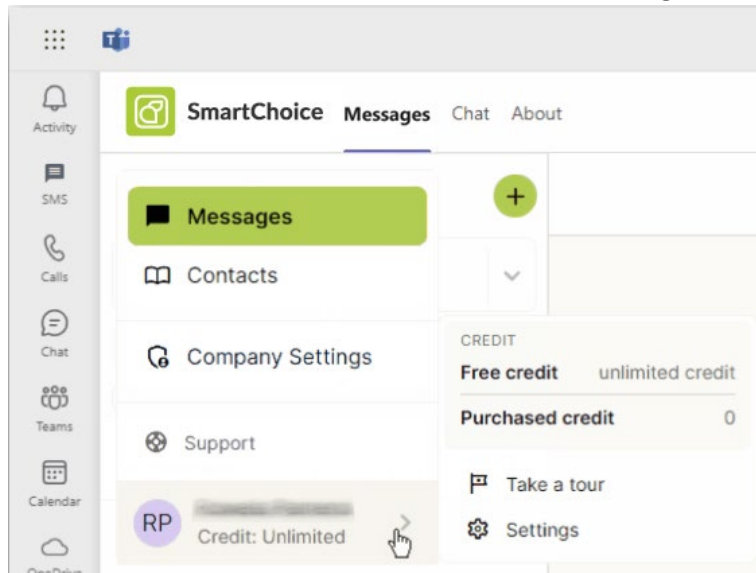# How To Use Shortcuts

Shortcuts are pre-written messages that can be created and added into the text area quickly and easily. You can create signatures, greeting messages, terms of conditions and more, saving them in SC SMS so they're easily accessible to send to your recipients.
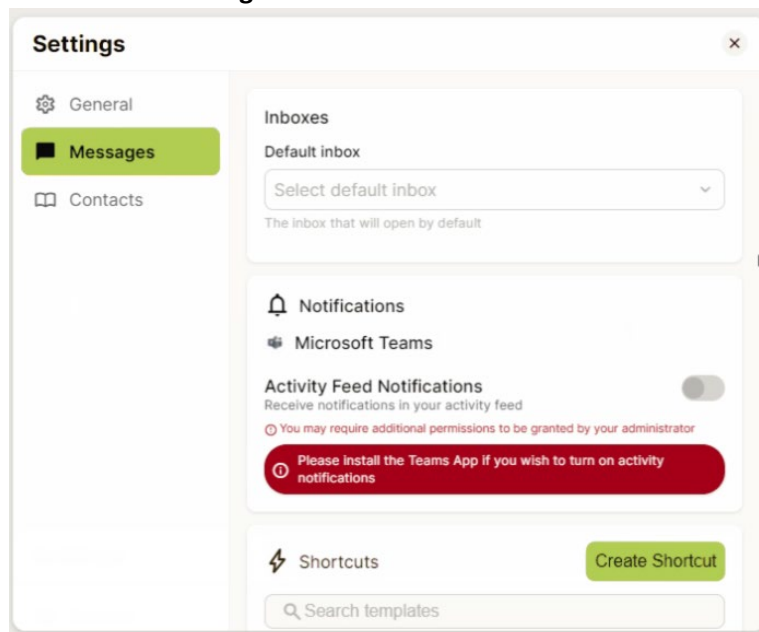
How to create a Shortcut

Shortcuts are primarily added in the settings section but can also be added in whilst on the messaging page on the fly.
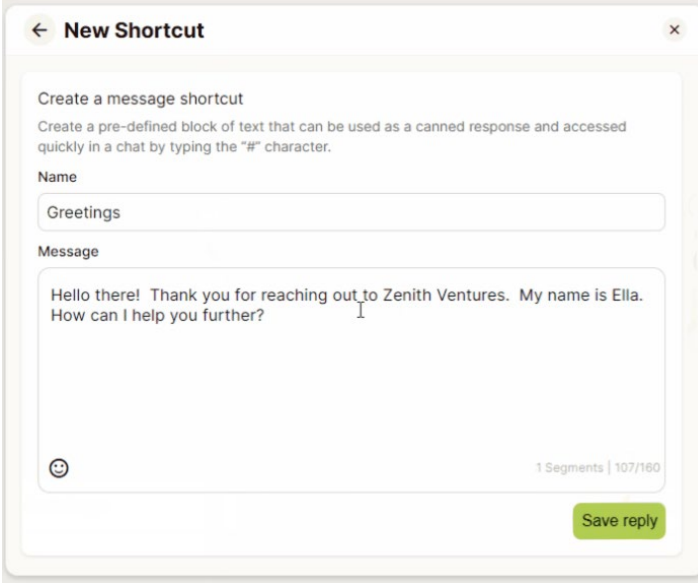
Option 1: Creation via Settings

1. Navigate to **Messages**, then **User Account**, and on the submenu click **Settings**.

2. In the pop-up window select the **Messages** tab and then click on **Create Shortcut.**
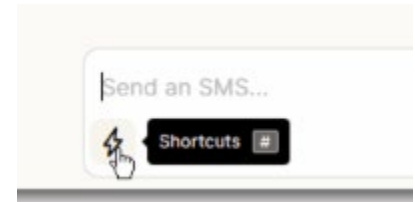
3. The New Shortcut window will show up, enter a **Name** to identify the shortcut and the **Message**.
4. Once done, click **Save reply.**

Option 2: Creation via Messaging Area

1. In the messaging area, on the bottom left click the **shortcuts button** (⚡)
2. Select the **Settings icon** at the top right of the popup and select **Create Shortcut.**
3. The New Shortcut window will show up, enter the Name and Message.
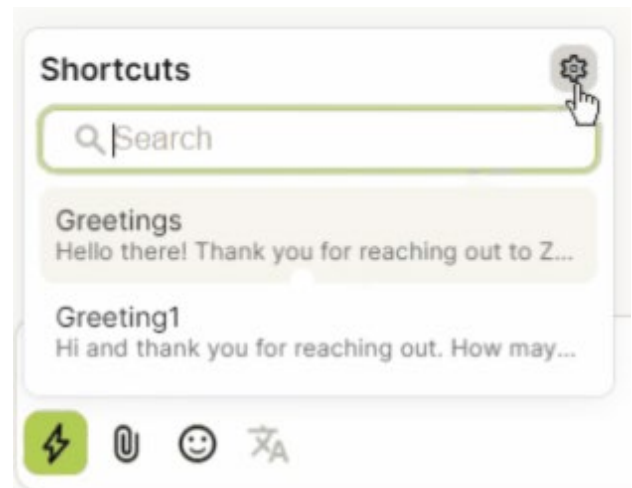5. Once done, click **Save reply.**

How to add a Shortcut

There's two ways to add shortcuts to the messaging area, via the shortcut button, or by using the '#' key.

Option 1: Add Via Shortcut Button

1. In the messaging area, click the **shortcuts button** (⚡).
2. The Shortcuts window will show up and from there you can search.
3. Click the selected **shortcut** to add it in the messaging area.

Option 2: Add Via '#" Key

1. In the messaging are type in the **#** key to start searching for a shortcut.
2. The Shortcuts window will show up and from there you can search.
3. Click the selected **shortcut** to add it in the messaging area.

How to Edit and Delete Shortcuts

You can edit and delete shortcuts in the settings panel.
1. Navigate to **Settings** and go to **Messages.**
2. Locate the shortcut you would like to edit or delete and select either of the following.

Edit (✎) - Click the pencil icon to edit and the shortcut window will show up for you to update the shortcut as needed. Click Save reply once done.

Delete (🗑) - Click the trash icon to delete. Once clicked a pop-up confirmation window will show up and you will need to confirm clicking the Delete shortcut button.