

Copying Narratives from Word to KIDS:

These instructions help ensure when narratives are copied out of Word and pasted into KIDS, the apostrophes do not change to question marks.

For example, when copying:

This worker arrived at the client's house.

It pastes into KIDS as....

This worker arrived at the client? s house.

No need to delete all the “?” and change them to ' -- Simply change the settings in Word! Once the setting is changed, there is no need to rechange it every time.

Instructions:

- Open Microsoft Word
- Click File, then Options
- Click on Proofing
- Click on AutoCorrect Options
- Click on “AutoFormat as you Type” tab
- Unclick “straight quotes with smart quotes”
- Click Ok

For more information, please see Change curly quotes to straight quotes and vice versa.

How to change from all CAPS to sentence case.

When a narrative is in all caps – once pasted into Word it can be changed from all caps to sentence case.

- Ensure Word is on the "Home" tab
- Highlight the section of narrative needing to be changed from capitalizations to sentence case
- Click the down arrow on the third option to the right of the font size
- Choose sentence case from the drop down
- See next page for screen shot details
- Simply highlight your section and click the down area and choose “sentence case.”
- This: becomes this!

****This is intended to be a short cut. As always, please ensure to correct narratives to include capitals at the beginning of the sentence, proper grammar, spelling, etc.**

For more information, please see Change the capitalization or case of text.