

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.