Kurzweil Editing Tips and Tricks

1. Don’t forget the Edit, Find, Replace Text option to edit the same thing throughout the document in one step. Ex: add pauses for multiple choice all in one step. Remember to check “Case Sensitive” and “Match Whole Word”.

2. A “-“ in the document will read as “dash”, so replace it with a comma or period if you need a pause.

3. Two periods will create a pause in the document. Ex: A..

4. The word “read” will be pronounced “red” so you will need to change that to “reed” if necessary.

5. The “&” will always read as “ampersand” so change it to “and” in the underlying text.

6. Roman numerals will be pronounced as the letter I, so they will need to be changed in underlying text.

7. When changing pronunciations, be sure to type in the underlying text how you want it to sound, not how it should be spelled correctly.
The mission of the GCCISD Special Education Department is to support the campuses in order to nurture inclusionary environments, enhance student achievement, and maintain compliant special education programs.