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Capitalization

In fiction, the first few words or letters of a chapter are often either capitalized or formatted differently. Make these words consistent with the rest of the text. This may require changing the text to sentence case and re-capitalizing anything that needs to be recapitalized (such as proper names). We do this because some screenreaders read UPPERCASE words as separate letters (i.e. U-P-P-E-R-C-A-S-E) which sounds like an abbreviation and is annoying.

Excerpt of a book where drop caps and capitalization should be changed to sentence case: Drop caps and capitalization

Headings are an exception. All uppercase words in headings tend to be read as words, but if you want to change it, use *capitalize each word* or *Title Case*.

In one unusual case, an author capitalized each word as a stylistic choice (e.g., "Once when I answered that Emily Dickinson capitalised, Mrs Quinty told me Emily Dickinson was not A Good Example, that she was a Peculiar Case, and the way she said it you knew she regretted it right away..."). In a situation like this, leave the text as-is.

Change capitalization in Word

Q & A

Q: There is a name in my text that appears as follows: Richard III. Should I change it to Richard the 3rd?

A: No, TTS is smart and will pronounce it like "Richard the 3rd" :) Most always, we avoid editing the original writing in any way. We can change how the TTS pronounces words by adding specific tags into the code.

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