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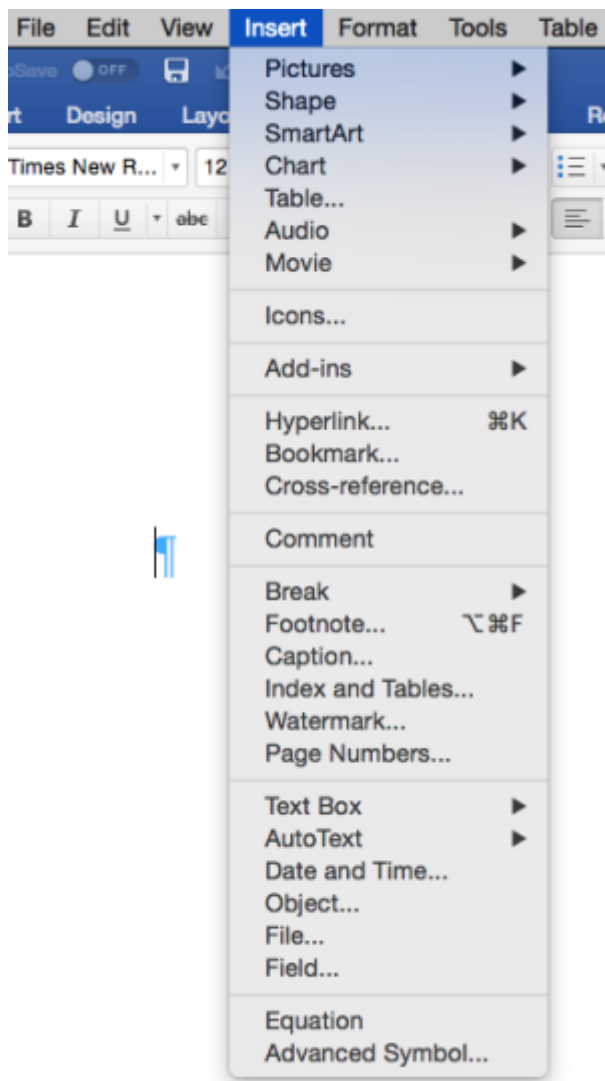
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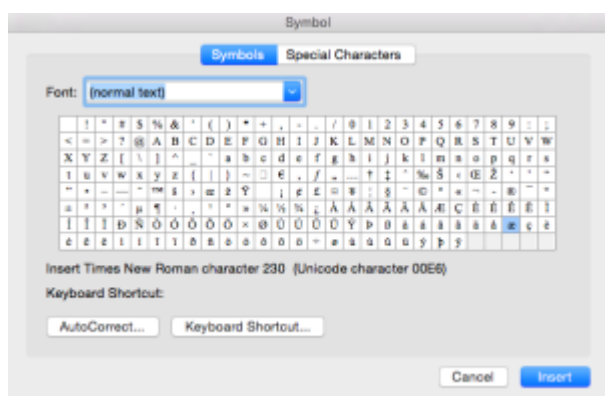
# Symbols & Abbreviations/Acronyms

## Symbols

Symbols will need to be replaced using Advanced Symbol in Word. Simply go to the top menu bar in word, select the dropdown menu for Insert and select Advanced Symbol.



This will open up a new window.



Then you just have to select the appropriate symbol and click Insert.

## Using Unicode for Symbols

For any symbols that aren't in Word, you will need to insert the symbol using Unicode. First, you will need to set up your keyboard for Unicode input.

[Mac Instructions](#)

[Windows Instructions](#)

[List of Control Characters for Unicode](#)

[Graphemica](#) - Find the unicode for all characters



You can use the search bar at the top of the control page to search for what symbol you want.

Once your keyboard is set up you can insert the symbol.

For a Mac press and hold the Option key as you enter the appropriate code. For Windows it is the same process but with the Alt key.



Make sure you have the Unicode Hex Input selected on you keyboard for this to work.

## Abbreviations & Acronyms

We keep abbreviations as they appear in the text.



If the book has the abbreviation St. for 'Saint' you will need to change it to the full word. The reader will read St. as 'street'.

## Q&A Archive

Q: Stay the Blazes Home makes frequent reference to COVID-19 with COVID being capitalized. I realize this is an acronym and so we would usually leave it capitalized, but I'm wondering if I can change it to lower case letters due to the frequency used (I don't want it to be jarring to the reader to have the letters read out each time) and because people often pronounce it "covid" in everyday speech? Thanks for your help!

A: You can leave it as COVID.

Q: I am working on a book that uses internet language. For instance there are hastags (#) and there are @ symbols to indicate **at**Sarah, i.e. @Sarah. How should we format these?

A: For hashtag and @ text strings, or any text that is strung together it is important to put them in Pascal Case. In this way, most screen readers will read it properly and it's also easier for sighted readers to read the text when it's like that. For example: #accessiblereadingforthewin can be edited to #AccessibleReadingForTheWin

As for the hashtag symbol itself, nothing special needs to be done—you can simply use the # (number sign) key on your keyboard. Any symbols that exist on your keyboard or in MS Word itself can be inserted as usual.

Q: In Joy of Cooking, the authors make use of 3 symbols to indicate optional steps or tips/tricks. The triangle and arrows appear as images in the Word doc. How should I handle these?

### WATCH FOR THESE SYMBOLS

➤ Pointer to success

▲ High-Altitude

() Optional

Example in context:

prepared ahead of time, so you can spend more time at the table and less hovering over the stove. This is especially important as parties grow in size: ➤ The larger the number of guests, the more your menu should favor advance preparation, so you can avoid last-minute fussing. Unless you feel especially confident or the recipe is very straightforward, avoid making dishes for company that you have never made before.

Let common sense prevail in your menu planning. For dinner-time get-togethers, ➤ consider serving just three courses: a small spread of appetizers (or a party platter), a main dish with one or two sides, and perhaps a dessert (which may be as simple as a bowl of the season's best fruit with homemade whipped cream). If the occasion

A: Use Unicode to enter them in as symbols. [Here are the wiki directions for how to treat symbols.](#)

**Q: How should I format 'æ'? The book I have uses a lot of older medical terms (e.g. Bullæ , Squamæ,Papulæ , æther, etc.)**

A: You can insert these letters using Insert > Advanced Symbol in Word. It may appear as all caps after insertion, but you can change that to lowercase using the appropriate button in the toolbar.

**Q: If we have Ampersands in the text, or simlar symbols such as # or %, should we replace them with the proper word?**

If the symbols are actually part of the original text then we keep them. If it's a result of a messed up conversion, we can fix them. Text-to-speech is smart!

**Q: Should abbreviations like "A.M." and "A.D." retain their periods, or be changed to "AM"**

and "AD"? I am just wondering if the periods would make it sound awkward as a DAISY talking book.

A: We can keep abbreviations as they are written. TTS will read "A.M." and "A.D." as intended. Also, one thing to keep in mind is that many people with print impairments read the e-text, so it's best to keep it as true to the original writing as possible.

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