Table of Contents

Symbols & Abbreviations/Acronyms 1
Symbols 1
Using Unicode for Symbols 1
Abbreviations & Acronyms 1
Q&A Archive 2

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: 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.

From:
https://wiki.libraries.coop/ - **BC Libraries Coop wiki**

Permanent link:
https://wiki.libraries.coop/doku.php?id=public:nnels:etext:symbols&rev=1596225940

Last update: **2020/07/31 20:05**