

KURZWEIL ACADEMY: k1000 HANDOUT

Go to Phrase

What is does: Collects all occurrences of a phrase and creates a list.

What is it used for:

- Lookup a specific character, or concept, to get more information
- Create a study guide by creating a collection of phrases

How to use it: Open Go to Phrase from the Navigation menu (ALT+T) and by selecting Go to Phrase (H). A dialog box with an area to enter the phrase, an OK button, and a Cancel button will open.

Type in your phrase and press OK to search for all occurrences of the phrase in that file. Phrases can contain multiple words. If they do, partial words can be included in the match. If they contain only one word, partial words will not be matched. Matches are not case sensitive.

Search results will deliver a list of sentences containing the phrase arranged by reading order. You can modify descriptions of each occurrence.

The phrases themselves, as well as their positions, can be saved in the KES file, making it easy to build a collection of these phrases for any document.