Text Expander

STEP-BY-STEP GUIDE

1

Download a text expander

- Mac: aText ($4.00, Free 30 Day Trial)
- Windows: Texter (Free)
- Google Chrome: Auto Text Expander (Free)

2

Make a list of frequently used phrases

Here are some ideas...

- Present level templates
- Prior notice phrases
- Test descriptions

3

Add your text to the text expander (aText)

- Click the “+” button on the top left of the screen.
- Pick an abbreviation (e.g., .CELF for a test description).
- Enter your content and type in a label (optional).
- DONE!

4

Write your paperwork at record speeds!

That’s all! Once you enter in your text, you’re ready to go! Quick tip? Keep the text expander open next to whichever program you use to write reports. Makes a great cheat sheet!