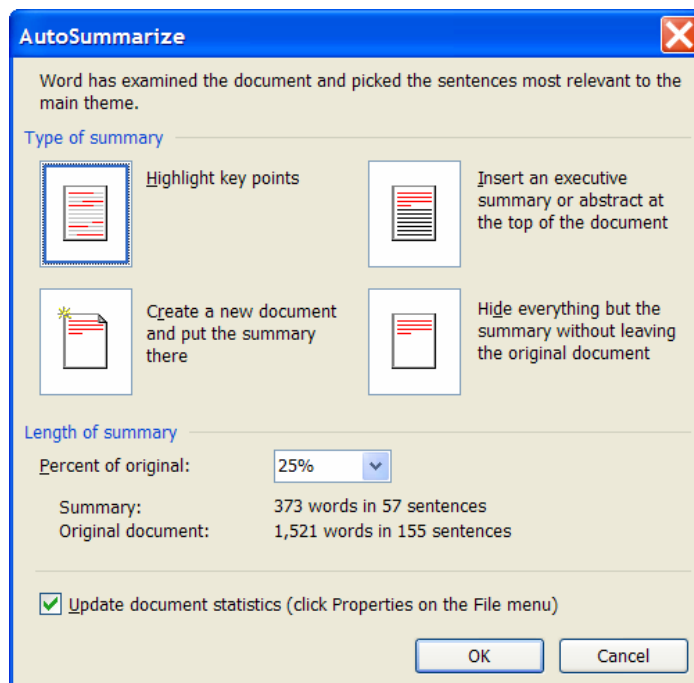


## Using the AUTOSUMMARIZE Feature in Microsoft Word to Cognitively Rescale Information

This feature allows automatic summarizing of a document into one of four different types of summaries.

How To:

1. Open a Microsoft Word document that you want to summarize.
2. Choose AutoSummarize from the Tools menu.
3. When the AutoSummarize dialog box opens, select the type of summary that you want to apply. You can choose to highlight key points, insert an executive summary or abstract at the top of the document, create a new document and put the summary there, or hide everything but the summary without leaving the original document. (from



<http://www.microsoft.com/Education/AutoSummarize.aspx>

You can choose a percentage of the original document or a set number of sentences. When you have created the summary, it is best to check the quality of the modification and make appropriate edits.

Using the AutoSummarize feature for cognitive rescaling was first described and published by Dave Edyburn in *Closing the Gap*, Vol 21, No. 1, April/May 2002. In this article, Edyburn discusses interventions that could modify text-based information, a process he calls "cognitive rescaling," which alters the cognitive difficulty of information. Using the AutoSummarize feature allows one to easily cognitively rescale information in a way that has never been possible before. Students have access to the same information; differentiation occurs through changing the percentage of the length of the summary.

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