

# All: Turning Off Smart Quotes



The steps below will disable smart quotes, and will allow you to copy and paste double quotation marks (") or single quotation marks (') from Word to PELICAN EI that might copy and paste improperly.

## Removing Smart Quotes: Newly Typed Documents

Word 2003	<ol style="list-style-type: none"><li>1. Navigate to Tools &gt; AutoCorrect Options<ul style="list-style-type: none"><li>• Click the Auto Format As You Type tab</li><li>• Under the Replace as you type heading, uncheck the "Straight quotes" with "smart quotes" option</li><li>• Click the Auto Format tab</li><li>• Under the Replace heading, uncheck the "Straight quotes" with "smart quotes" option</li><li>• Click [OK]</li></ul></li></ol>
Word 2007	<ol style="list-style-type: none"><li>1. Click the [Office] button in the top left corner<ul style="list-style-type: none"><li>• Choose Word Options in the bottom right</li><li>• Select Proofing in the left pane and AutoCorrect Options in the right pane</li><li>• Click the Auto Format As You Type tab</li><li>• Under the Replace as you type heading, uncheck the "Straight quotes" with "smart quotes" option</li><li>• Click the Auto Format tab</li><li>• Under the Replace heading, uncheck the "Straight quotes" with "smart quotes" option</li><li>• Click [OK]</li></ul></li></ol>
Word 2010	<ol style="list-style-type: none"><li>2. Click the File tab in the top left corner<ul style="list-style-type: none"><li>• Choose Options</li><li>• Select Proofing in the left pane</li><li>• Select Auto Correct Options in the right pane</li><li>• Click the Auto Format As You Type tab</li><li>• Under the Replace as you type heading, uncheck the "Straight quotes" with "smart quotes" option</li><li>• Click the Auto Format tab</li><li>• Under the Replace heading, uncheck the "Straight quotes" with "smart quotes" option</li><li>• Click [OK]</li></ul></li></ol>

## All: Turning Off Smart Quotes



The steps below will help users that have documents that were created prior to disabling smart quotes.

Note: The steps from the previous page **MUST** be completed prior to executing the steps below.

### Removing Smart Quotes: Previously Saved Documents

Word 2003, 2007 & 2010

1. Open the document to be copy and pasted into PELICAN EI
2. Highlight the text to be reviewed
  - Either Click Edit > Select All or press Ctrl + A
3. Click Edit > Find or press Ctrl + F
4. Click the Replace tab
5. Enter the character to be replaced (i.e. ' or ") in the "Find with:" textbox
  - Only one character can be entered at a time
6. Enter the same character entered in the above step in the "Replace with:" textbox
  - Only one character can be entered at time
7. Click [Replace All] > Click [Yes] > Click [OK] > Click [Close]
8. Repeat Steps 1-5 for all characters that would paste improperly
9. Copy and Paste the text into PELICAN EI