

Smart Quotes Instructions

When typing text, some Microsoft Office programs automatically change straight quotation marks (' or ") to curly quotation marks (also known as “smart quotes” or typographer's quotes). This creates problems when information is transferred from a Microsoft Office program into NIRS because the special characters are not recognized and they are replaced with question marks “?” To avoid this problem, the Smart Quotes feature can be turned off. Below are instructions on how to do this, for several versions of Microsoft Office Word. Once you have made this change, next time text is transferred from Word into NIRS, the quotes will no longer be replaced with question marks.

Word 2016

1. Start Word. In Word 2016 (shown below), click on the **File** tab, scroll to the bottom and click on **Options**
2. Click **Proofing**, and then click **AutoCorrect Options**.
3. On the **AutoCorrect** tab, click to select or to clear the check boxes for the options that you want to enable or disable. After you do this, you can format these items manually.
4. Click **OK** two times.

