
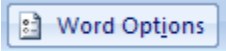


## Changing "Smart Quotes" to straight quotes and dashes to hyphens

In order to be able to copy from Word into BCEsis without the problem of the quotes/apostrophes or dashes not transferring properly do the following.

Go to Open  and then . Select, Proofing > AutoCorrection Options > AutoFormat As You Type. Remove the check mark under Replace as you type, "Straight quotes" with "smart quotes" as well as from "Hyphens with dash" as shown below. Be sure to click Ok as you exit from both windows.

