

# About ... Microsoft Word Basics 1

## Smart Quotes

"These are straight quotes."      "These are smart quotes."

It's important to use smart quotes in your document, even if you are going to have it professionally typeset. Your straight quotes will be automatically converted to smart quotes during typesetting, but if you have accidentally ended up with wrong way round quote marks, you won't be able to see the problem if you're using straight quotes.

This can happen often when editing text. For example:

I begin with this sentence: "I really recommend the use of smart quotes," she said. "It's a really smart move."

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I decide I want to edit.

I delete the text in blue: "I really recommend the use of smart quotes," she said. "It's a really smart move."

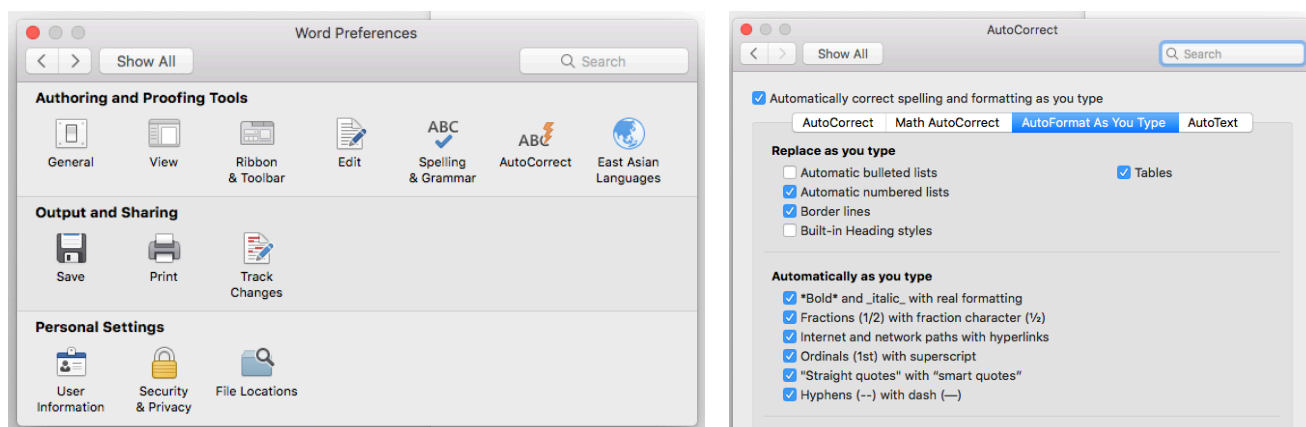
I delete the text in blue: "I really recommend the use of smart quotes," she said. "It's a really smart move."

I have a problem.

I see the problem: "I really recommend the use of smart quotes."

I don't see the problem: "I really recommend the use of smart quotes."

In Word, go to Word – Preferences... and click on AutoCorrect, then tick "Straight quotes" with "smart quotes". Do this before starting work on your document. Word should keep this preference for future documents.



## Invisibles

It's also vital to have a good look through your document with the invisible elements turned on. Even if you're giving your document to an editor to work through first, if you've gone through it to eliminate these little mistakes, it can cut down on the work they need to do and allow them to focus on getting your document perfect.

Invisibles are important for seeing things that have gone wrong in your document that you might not notice with invisibles hidden. The common culprits are extra spaces, tabs → and returns ↵ where they shouldn't be. They will also show you if your spacing around other punctuation has gone awry. "It's very useful." Check for space before commas, and full-stops. Wrong spacing around dashes – is also a common problem. ¶