

COLLABORATION

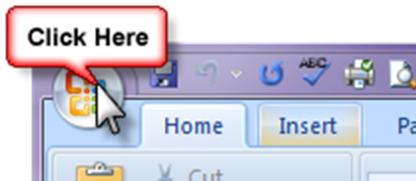
WORD/OUTLOOK COPY & PAST SETTINGS

CMiC and Microsoft Word and Outlook have a copy and paste annoyance that turns "Quotation Marks" into upside down "Question Marks" when you cut and paste from Word or Outlook.

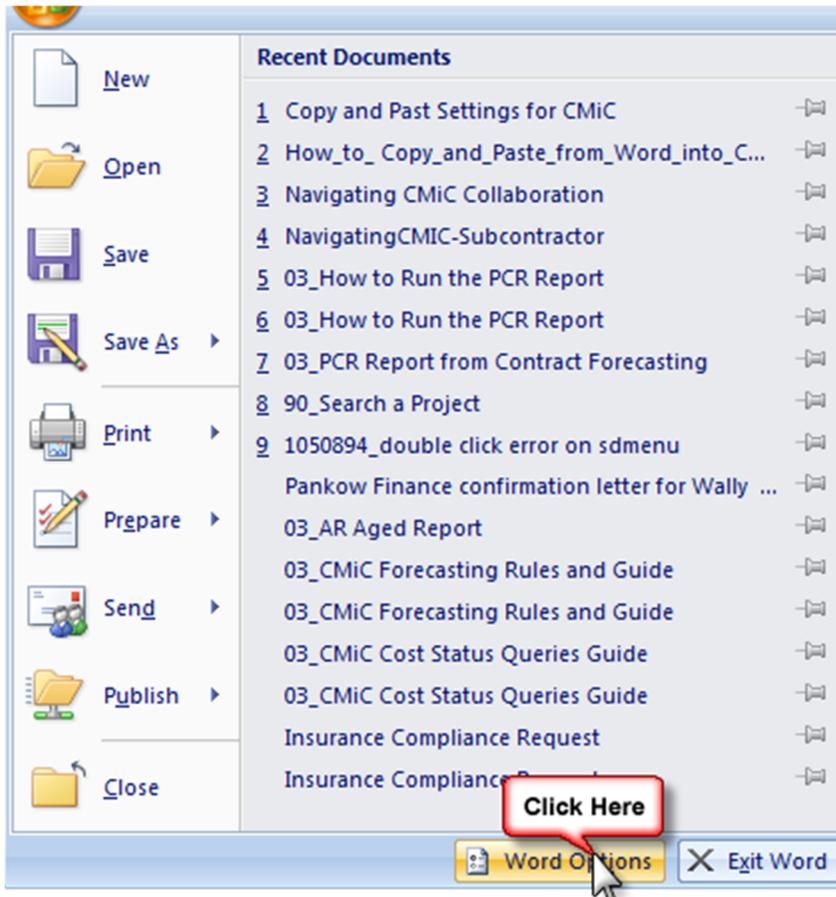
The solution is to modify a setting in Word and Outlook auto correct section of options; the following will walk you thru the steps:

WORD:

Step 1: Open Word and click on the Microsoft symbol in the upper left corner.



Step 2: At the bottom of the window that appears click on "Word Options"

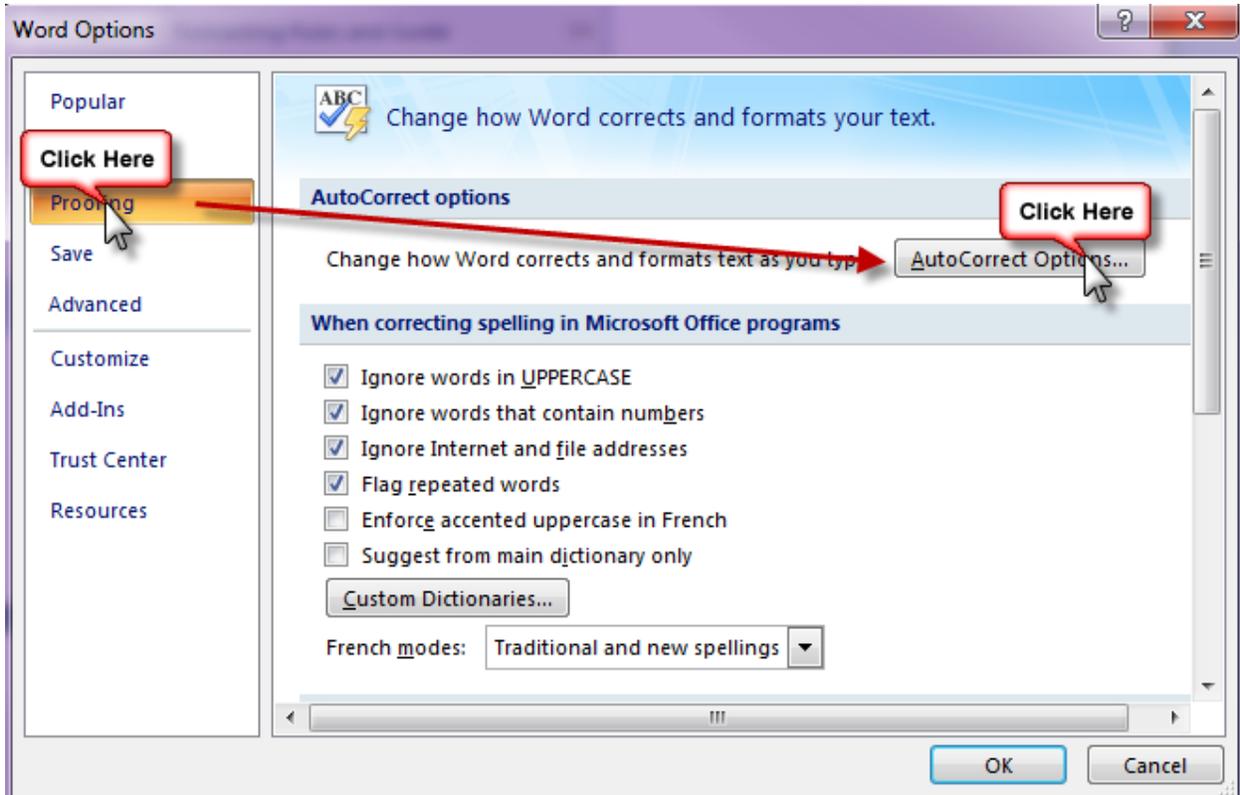


Step 3: A pop-up window will appear and be defaulted on "Popular" – click on "Proofing"

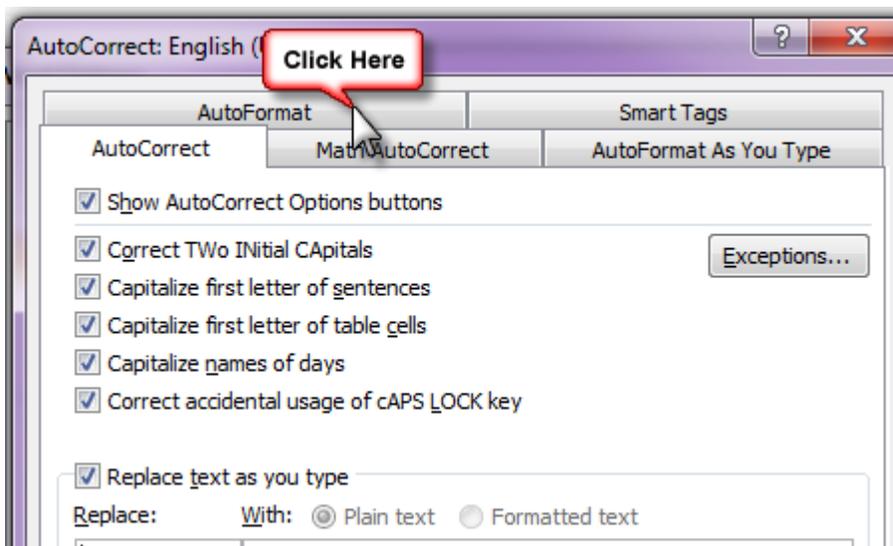
Step 4: Then click on "AutoCorrect Options..." button

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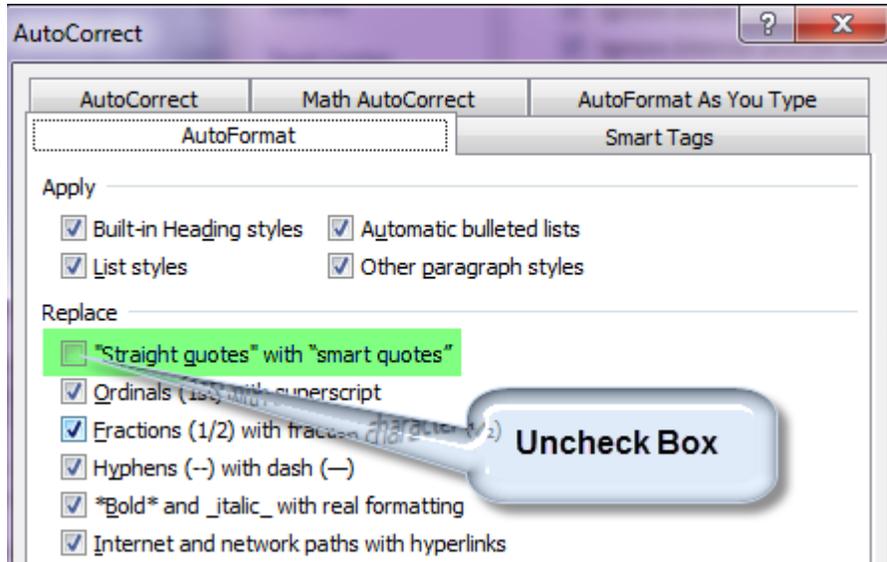
Step 5: A new pop-up window will appear, click on "AutoFormat" tab



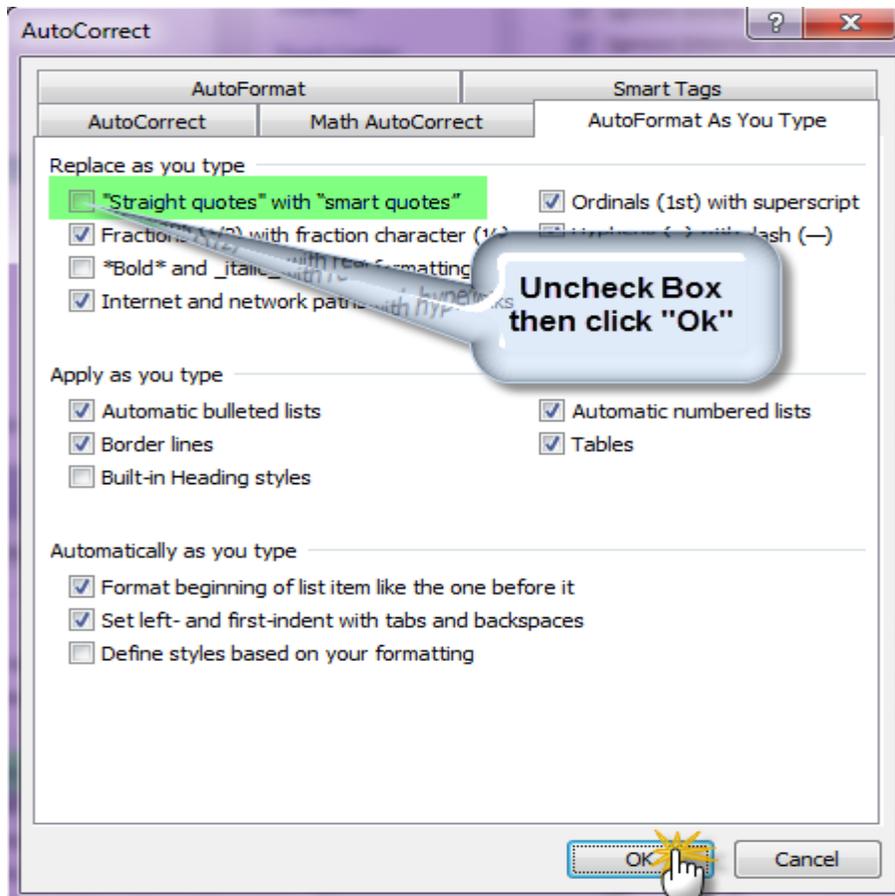
Step 6: Once on AutoFormat, uncheck the box "Straight quotes" with "smart quotes"

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Step 7: Next, click on the tab "AutoFormat As You Type", uncheck the box "Straight quotes" with "smart quotes" then click "Ok"

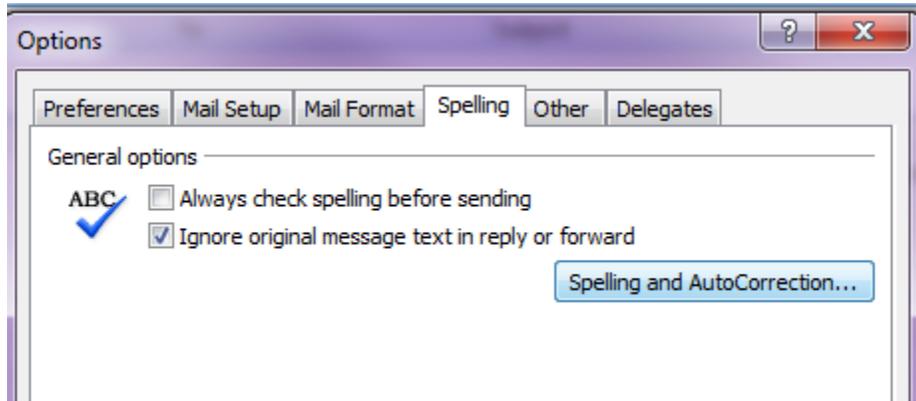


OUTLOOK:

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Within Outlook, locate options settings. Once there, click on "Spelling" then click the button "Spelling and AutoCorrection..."



A pop-up window will appear – and then follow Steps 4 thru 7 above.