### 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"

New		Recent Documents				
		1 Copy and Past Settings for CMiC	-[=]			
Copen	<u>O</u> pen	2 How_to_ Copy_and_Paste_from_Word_into_C	-[=]			
		3 Navigating CMiC Collaboration	-[=]			
Save	Cave	4 NavigatingCMIC-Subcontractor	-[=1			
		5 03_How to Run the PCR Report	-[=]			
	•	6 03_How to Run the PCR Report	-[=]			
Save As		7 03_PCR Report from Contract Forecasting	-[=]			
		8 90_Search a Project	-[=]			
Print		9 1050894_double click error on sdmenu	-[=]			
		Pankow Finance confirmation letter for Wally	-(=)			
Pr <u>e</u> pare		03_AR Aged Report				
		03_CMiC Forecasting Rules and Guide	-(=)			
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		03_CMiC Cost Status Queries Guide	-(=)			
Publish	•	03_CMiC Cost Status Queries Guide	-(=)			
		Insurance Compliance Request	-[=]			
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Step 3: A pop-up window will appear and be defaulted on "Popular" – click on "Proofing"

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



#### **WORD/OUTLOOK COPY & PAST SETTINGS**

Word Options	? <mark>×</mark>
Popular	Change how Word corrects and formats your text.
Click Here	
Proofing	AutoCorrect options Click Here
Save	Change how Word corrects and formats text as you type
Advanced	When correcting spelling in Microsoft Office programs
Customize	✓ Ignore words in UPPERCASE
Add-Ins	✓ Ignore words that contain numbers
Trust Center	✓ Ignore Internet and <u>file</u> addresses
Deserves	Flag repeated words
Resources	Enforce accented uppercase in French
	Suggest from main dictionary only
	<u>C</u> ustom Dictionaries
	French <u>m</u> odes: Traditional and new spellings
	OK Cancel

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

AutoCorrect: English (	Click Here		? ×		
AutoFo	ormat	Smart Tags			
AutoCorrect	MatriXutoCorrect	t AutoForma	nat As You Type		
Show AutoCorrect Options buttons					
Correct TWo INitial CApitals					
Capitalize first letter of sentences					
Capitalize first letter of table <u>c</u> ells					
Capitalize names of days					
Correct accidental usage of cAPS LOCK key					
Replace text as you type					
Replace: With: Plain text Formatted text					

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



## WORD/OUTLOOK COPY & PAST SETTINGS

AutoCorrect		? <mark>×</mark>		
AutoCorrect AutoFo	Math AutoCorrect	AutoFormat As You Type Smart Tags		
Apply         Image: Built-in Heading styles         Image: List styles         Image: Declared				
Replace  Straight guotes" with "smart quotes"  Qrdinals (100, mild, currentscript  Fractions (1/2) with fraces (1/2, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,				

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

A	AutoCorrect		? <mark>×</mark>		
l	AutoFor	mat	Smart Tags		
L	AutoCorrect	Math AutoCorrec	ct AutoFormat As You Type		
L	Replace as you type -			-	
L	Straight quotes	with "smart quotes"	🔽 Ordinals (1st) with superscript	:	
L	Fraction Fraction	th fraction character	· (1/2) · · · · · · · · · · · · · · · · · · ·		
	*Bold* and _itam		Uncheck Box		
	Internet and net	work patrice with hyp	then click "Ok"		
	Apply as you type	d lists	Automatic numbered lists		
	Border lines				
L	Built-in Heading s	tyles			
	Automatically as you ty	/pe		-	
	Format beginning	of list item like the on	ne before it		
	Set left- and first	indent with tabs and	l backspaces		
	Define styles bas	ed on your formatting	9		
L					
			OK Cancel		

#### OUTLOOK:



#### WORD/OUTLOOK COPY & PAST SETTINGS

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

Options		-				?	x
Preference	es Mail Setup	Mail Format	Spelling	Other	Delegates		
General o	General options					—	
ABC	ABC Always check spelling before sending						
<b>↓</b> ✓	<ul> <li>Ignore original message text in reply or forward</li> </ul>						
				Sp	elling and Auto	Correctio	m

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

