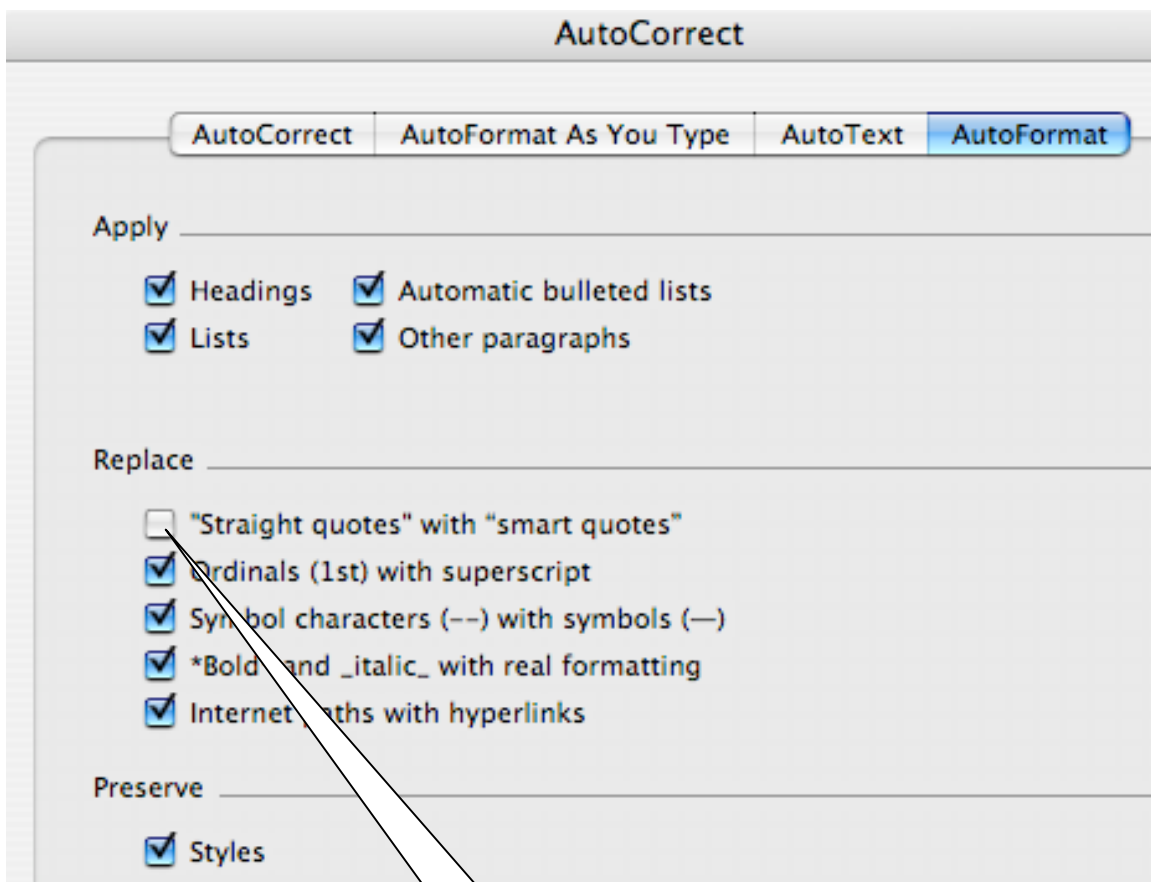


For text with apostrophes and quotes to paste from a word processor into the eSIS report card comments, "smart quotes" (also called "curly quotes" – the ones that curve to the right at the beginning of a quote and curve left at the end) must be turned off. Here's how in the two main word processors used in 4J:

Turning Off Smart Quotes in Microsoft Word

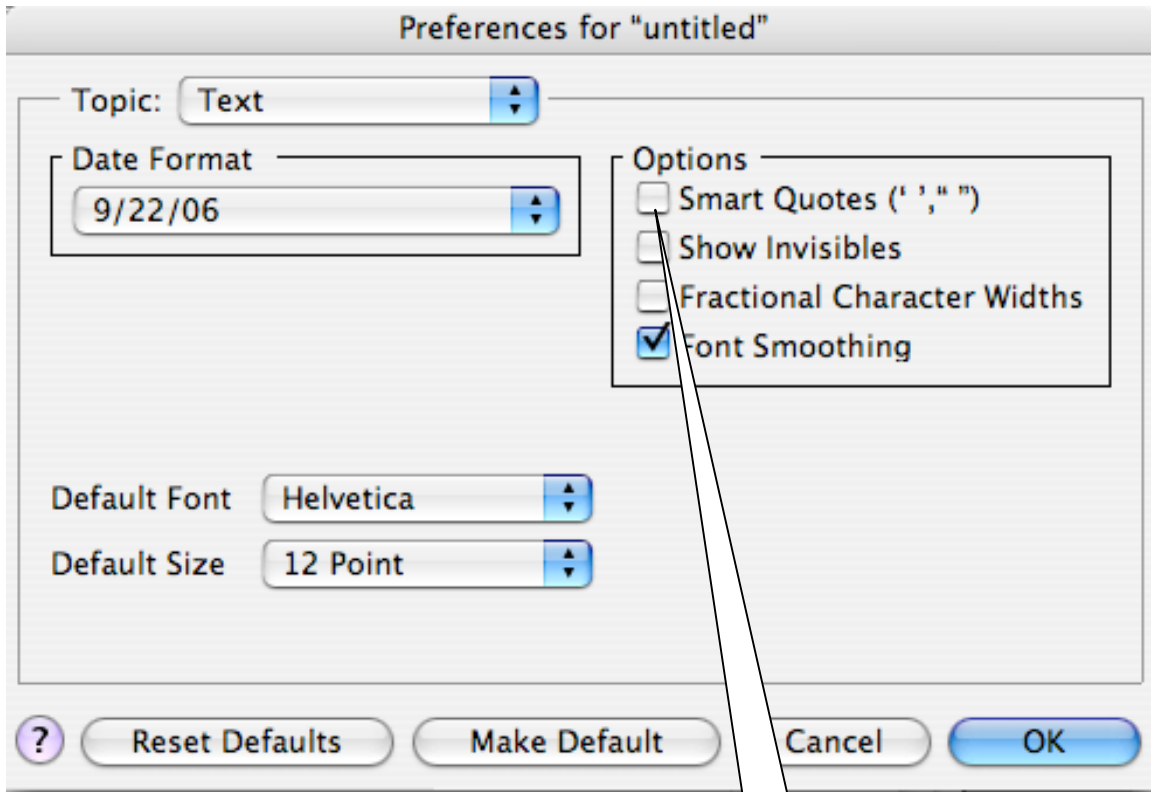
1. Open a new blank document.
2. In the menubar click Tools>AutoCorrect>AutoFormat.
3. Uncheck "Replace 'straight quotes' with 'smart quotes'"
4. Click OK



Uncheck this
box

Turning Off Smart Quotes in AppleWorks

1. Open a new blank word processing document.
2. In the menubar click AppleWorks>Preferences>General.
3. Uncheck "Smart quotes" under Options
4. Click OK



Uncheck this
box