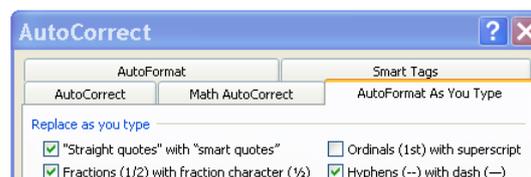


Pétur Knútsson

A note about using the correct language setting in the newest version of Microsoft WORD

Please note that Word 2007 “corrects” for you the type of quotation marks and apostrophes if you have the “smart quotes” option checked under the “Autoformat As You Type” tag in the “AutoCorrect” window. (This is the way Word is usually set up). This means that if your text is tagged as Icelandic your quote marks and apostrophes will be incorrect for English.



Example:

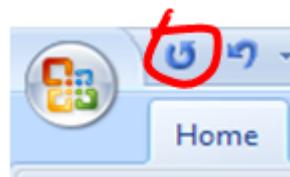
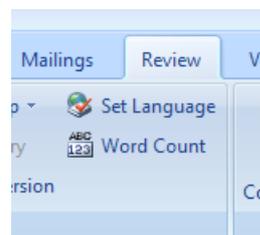
- text tagged as English: John’s answer was, “No!”
- text tagged as Icelandic: John‘s answer was, „No!“

Note particularly that the apostrophe will be incorrect. *This is a mistake!*

→ Note also that if you have downloaded the title-page for the B.A. essay from the Icelandic page of instructions, it will be set up in Icelandic. Apostrophes (which often occur in titles) will be appear incorrectly.

Solutions

1. The obvious solution is to change the language setting. You do this with the “Set language” button under the “Review” tag. This only seems to work if you have selected text first. *Note*: this will not change quotes that you have already typed. Select the text, change the language, and then go through it deleting and retyping the quotes and apostrophes.
2. Another solution is to uncheck the “smart quotes” option under the “Autoformat As You Type” tag in the “AutoCorrect” window. This will produce straight quotes: John's answer was, "No!" *This is perfectly acceptable*. For information on how to change this option, see below.
3. If this problem does not arise very often in your text, or you do not wish to make changes to your options, there’s another way around it. Every time Word inserts a quote mark in an incorrect fashion, you can say “undo typing”, either with Ctrl-Z or by clicking the undo icon top left. Then whatever you have just typed will revert to a "straight" quote. This is perfectly acceptable.



Unchecking the “smart quotes” option

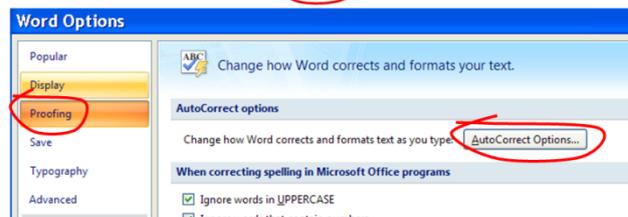
- Click the Office button at top left.



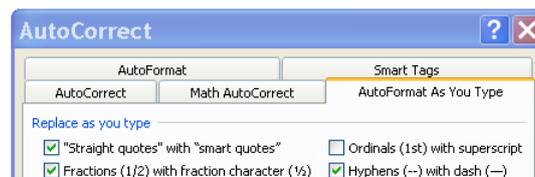
- Then click “Word Options”



- Then “Proofing” and “AutoCorrect Options...”:



- and at last you get to where you can uncheck "Straight quotes" with “smart quotes”:



Using the Icelandic accent instead of an apostrophe

Using the Icelandic keyboard, it is possible to *approximate* the English apostrophe by typing the Icelandic ‘broddur’ or accent sign followed by s: Mary’s house. *Don’t do this:* it may not print out correctly in certain fonts. Instead, change the language settings and type a normal single quote: Mary's house or Mary’s house.

Finally, send an email to Microsoft and complain about this crass stupidity. You might also consider writing a B.A. essay about word processing interfaces, or enrolling in my MA course on *Orality, Literacy and Textuality* in Spring 2011.

