

Using Smart Quotes in OU Campus

Single and double smart quotes (“ ”, ‘ ’) or sometimes called typographer’s quotes, are the curved style of quotes which are preferred to the straight quotes. Straight quotes ("" , '') are added by default when using the single or double quotation marks on the keyboard.

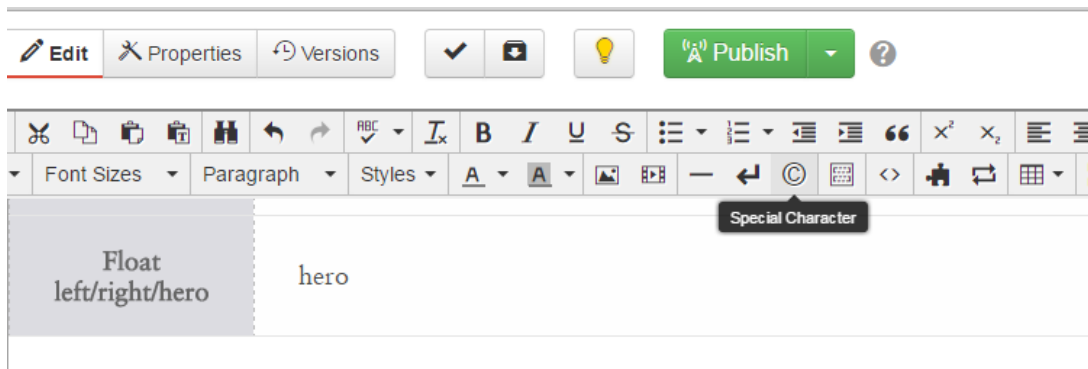
There are two ways you can add the more appropriate smart quotes in the CMS:

- Using the insert “Special Character” button on the tool bar
- Using keyboard shortcuts

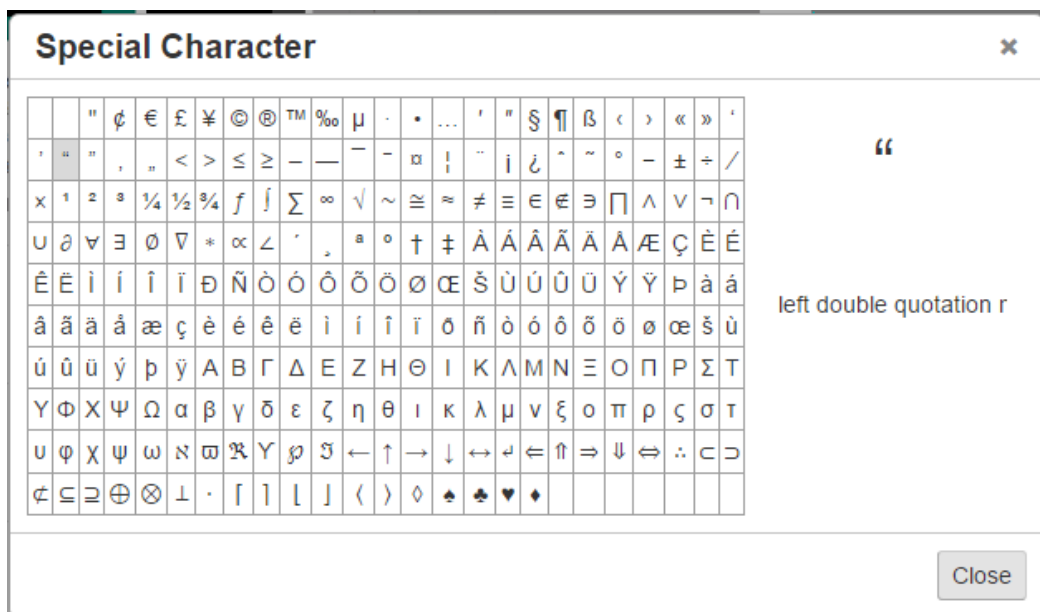
Using Insert “Special Character”

The options for adding smart quotes via the toolbar are as follows:

- Select the “Special Character” icon



- From the symbols displayed, select the appropriate smart quote:



Using Keyboard Shortcuts

The shortcuts for adding smart quotes on a PC are as follows:

- Opening single quote (') — alt 0145
- Closing single quote and apostrophe (') — alt 0146

- Opening double quote (") — alt 0147
- Closing double quote (") — alt 0148

The shortcuts for adding smart quotes on Mac are as follows:

- Opening single quote (') — Alt +]
- Closing single quote and apostrophe (') — Alt + Shift +]
- Opening double quote (") — Alt + [
- Closing double quote (") — Alt + Shift + [