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GLOSSARY

Quotes In typography, the opening and closing punctuation marks— “ ” ‘ ’ — indicating verbal statements or defining or emphasizing certain words.

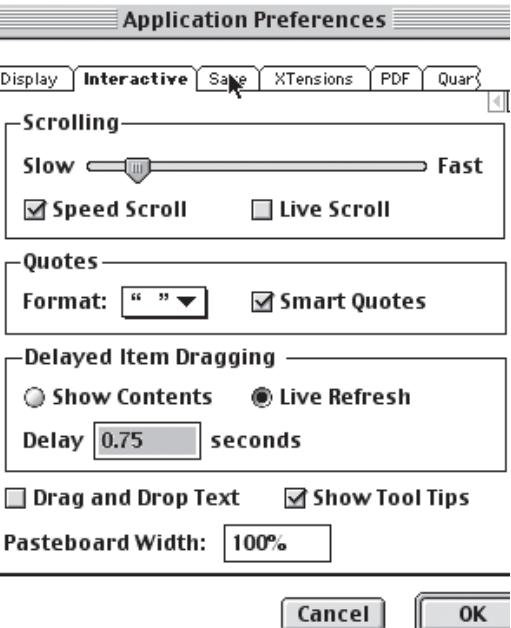
Here is another time saving tip.

In comes that job that you have to typeset 20 pages of text and in that text are a few places that have to have feet and inch marks typed.

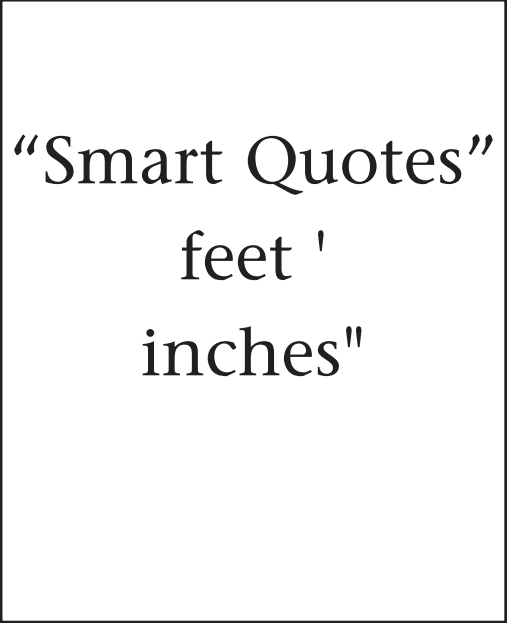
In your Application Preferences menu, you have “Smart Quotes” turned on.

How do you get those curly little quote marks to change to straight feet and inch marks without going into your preferences and changing them every time you need to?

To temporarily turn “Smart Quotes” off hold down the Control (Mac/Win) key as you press the quote key to get the foot mark and hold down the Control-Shift (Mac) or the Control-Alt (Win) keys and press the same quote key to get the inch mark.



A Application Preferences



B Smart Quotes vs. feet and inches