**Keyboard Shortcut to Toggle Smart Quotes with Straight Quotes**

A simple keyboard shortcut can be created to toggle between "straight" quotes/apostrophes and smart ("curly") quotes/apostrophes when typing text in BDS LDs and regular Word documents.

1. Open Word. On the View tab, click Macros, then Record Macro. A new window will open.
2. In the Macro Name field, type ToggleSmartQuotes (without spaces). Click the Keyboard button. A new Customize Keyboard window will open.
3. In the "Press new shortcut key" field, enter Alt+' (i.e., on your keyboard, hit/hold the Alt key followed by the apostrophe key).
4. Click Assign, then click Close. Your cursor will now appear with a little cassette icon beside it. Don't worry; it will go away after the next step.
5. On the View tab, click Macros again, then Stop Recording.
6. On the View tab, click Macros again, then View Macros.
7. Select ToggleSmartQuotes, then click the Edit button. A new Visual Basic window will open.
8. In the center pane, find the text Sub ToggleSmartQuotes () just below a horizontal line. You want to keep that text; you also want to keep the line of text below that reads End Sub. Everything between those two lines of text must go; just mark it and hit Delete.
9. Copy and paste the following line of text in place of what you just deleted, or type the following exactly as shown. The only spaces are before and after the equal sign and after the word Not:

   ```vbnet
   Options.AutoFormatAsYouTypeReplaceQuotes = Not Options.AutoFormatAsYouTypeReplaceQuotes
   ```


That's it. From now on, if you want to turn on smart quotes, hit Alt+'. Hit Alt+' again to resume straight quotes.