

ABA Workshop



Quotes and apostrophes: Using smart quotes in Word to ensure correct braille with Kathy Riessen

Workshop plan

1. Welcome and housekeeping (5 mins)
2. Workshop (1 hour) – Kathy Riessen
3. Questions (20 mins)
4. Informal chat after the workshop closes

ZOOM shortcuts

Microphone on/off =
Alt-A or Command-Shift-A

Chat window display/hide =
Alt-H or Command-Shift-H

Housekeeping

- Please turn your camera ON if you have stable internet connection
- Everyone is on MUTE. You will be unmuted if you have a question.
- Use the chat window (or raise your hand) to ask a question
- Workshop documents are available from <http://brailleaustralia.org/2020/06/07/workshop1/>
- The workshop will be recorded for later viewing.
- Private chat to Hattie Douglass (or email her at hattie.lloyd542@schools.sa.edu.au) if you are having technical difficulties

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New Rules summary

Rulebook Section 7.6 iceb.org – October 2019

- Term non-specific quote no longer used. Double and single quotation marks have defined braille-representation.
- Rule 7.6.4 allows for the assignment of single and double quotes to be swapped.
- Apostrophes remain the same and are represented using dot 3.



Typing with Smart Quotes:

Smart quotes automatically chooses the direction of a quote. If Word gets it wrong the following can be used to force correct direction.

- Force open quote: put space before typing quote and then remove space if needed
- Force close quote: type two quotes then remove the first one
- Force straight apostrophe: type apostrophe and immediately cancel smart quote with Ctrl-Z

ABA Workshop – quotes and apostrophes



What DBT does:

Assigns 1-cell quote to the first quote encountered, whether single or double

- If single quote first, uses the dot 45 form of double quote, which is now incorrect in this context
- If code [uoq~"] is put at beginning of document and single quote is first DBT translates correctly, but the most frequent quote is a 2-cell quote
- If double quote first, correct translation

ABA Workshop – quotes and apostrophes



What DBT does:

- ALWAYS translates the straight apostrophe as dot 3
- Translates closing single quote followed by a letter as an apostrophe. This could be an apostrophe at the beginning of a word (must be closing) or between letters
- Translates opening single quote at beginning of a word as a quote
- Translates closing single quote at the end of a word as a quote
- Apostrophes occurring at beginning or end of a word should always be checked for the correct form, either closing single or straight at beginning of a word or straight at end of word.



Working with documents:

- Transcribers traditionally have not used Smart Quotes and used grave for single quotes
- Smart Quotes is the default in Word and most documents from an external source use them.
- There is no more intervention required on existing documents when using Smart Quotes than using Straight Quotes.



Working with documents:

- Look at document **Quotes and Apostrophes passage 1.docx**
- The most frequent quote used is the single quote.
- There are a lot of apostrophes at beginning of words, some of which have been deliberately swapped to open single quotes for demonstration purposes.

ABA Workshop – quotes and apostrophes



1. Straight apostrophes:

- Convert all closing single quotes followed by a letter to a straight apostrophe.

Wildcard search `^0146([A-z])` **Replace** `^39\1`

- Convert all instances of the letter s followed by an apostrophe to s followed by a straight apostrophe

Normal search `s'` **Replace** `s^39`

No need to be specific about which form of single quote in find box.

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2. Swap single and double quotes:

4 steps best done with a macro (easy to write). Replace:

- Open single with placeholder %%%%
Normal search ^0145 Replace %%%%
- Close single with placeholder %%%%
Normal search ^0146 Replace %%%%
- Double quote with single quote
Normal search " Replace ` [double with single]
- Placeholder %%%% with double quote
Normal search %%%% Replace " [placeholder with double]

ABA Workshop – quotes and apostrophes



Adding Colour:

This is an excellent tool for sighted transcribers to aid proofreading

- Set highlight colour to yellow
Normal search " Replace with Highlight
- Set highlight colour to turquoise
Normal search ` Replace with Highlight
- Set highlight colour to bright green
Normal search ^39 Replace with Highlight

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Proofread for manual correction

- Change quotes around Watership Down back to double
- Check for matching beginning and end quotes.
- Watch for correct direction of quotes
- Check where apostrophes occur at the beginning of words
- All should now be correct for translation

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Open in DBT:

- The passage should now translate correctly using the correct quotes and apostrophes.
- The first quote encountered is a double quote, so these will translate as the 1-cell quote. The assignment of single and double quotes have been swapped as per 7.6.4

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Quick look at some exceptions:

Examples taken from updated rules.

- Non directional double quotes:

Use code `[ucl1~"]` to set then `[ucl0~"]` to revert to normal directional quotes.

Example: "regex pattern ""?+[a-zA-Z]""

Use: "regex pattern `[ucl1~]"?+[a-zA-Z]"[ucl0~]"

- Opening quote not at beginning of a word

Example: Franc`e`s

Use: Franc`e[q~^]"s to force the 2-cell double closing quote.

ABA Workshop – quotes and apostrophes



Thank you

We would love your suggestions on topics for future Workshops. Or you may like to conduct a workshop. Contact aba@brailleaustralia.org with your suggestions.

Thank you Leona for setting up Zoom and handling registrations

Thank you Hattie for acting as my gopher and monitoring the comments

Kathleen.Riessen440@schools.sa.edu.au