**Two Tips for Easy Reports**

You have just submitted your monthly report using Easy Reports; but when you review your work, you find that part of the text is missing. So, what happened and what do you do now.

Chances are you copied your text directly from Microsoft Word or a similar word-processing program. Unfortunately, word processors like Word are full of hidden instructions that the application we use for Easy Reports can't understand. This can result in losing a portion of your report when it is saved. The same limitation applies to the online 7017 form. You can always compose (type) directly into these two forms to avoid this issue, but many times that just isn't very convenient or productive. So, what do you do?

**#1 Use a generic text editor like Notepad.** Notepad is included with all versions of Microsoft Windows. It allows you to create, open, and read plaintext files. Notepad is not a word processor. It does not include special formatting, a spell checker, grammar checker, font sizes, multimedia, etc. If you copy your work from Notepad into the Easy Reports form, however, you should not have the truncation problems you have with Word. If your work is in Word, copy and paste it into Notepad and then copy and paste it as plain text from Notepad to Easy Reports. For Apple users, the Apple macOS does not include Notepad, but you can use the TextEdit program instead.

Even if you copy your work from Word into Notepad, there may be an issue with apostrophes or quotation marks. You have one more thing to consider.

**#2 Use straight quotes not smart (curly) quotes.** Smart quotes have little directional tails. Their direction depends on their location in the sentence. Straight quotes are straight up and down and are the same no matter where they are used. This also applies to the apostrophe which has the same characteristic. Unfortunately, Easy Reports doesn't understand smart quotes. By default, Microsoft Work uses smart quotes, but this can be changed. To do this in Word:

Change Word to use straight quotes not curly quotes by unchecking two boxes:

1. On the **File** tab, click Options.
2. Click **Proofing**, and then click **AutoCorrect Options**.
3. In the AutoCorrect dialog box, do the following:
4. Click the **AutoFormat As You Type** tab, and under **Replace as you type**, clear (uncheck) the "**Straight quotes" with “smart quotes**” check box.
5. Click the **AutoFormat** tab, and under **Replace**, clear the "**Straight quotes" with “smart quotes**” check box.
6. Click OK.

If you load a document with smart quotes, you can convert them if you have made the above change. To do so:

Click **Home** >**Replace** in the**Editing** group or press **Ctrl + H** to display **Find and Replace** dialog, and enter**‘**or**‘’** in**Find what** box, and enter **'** or**"** in **Replace with** box.

**Summary:** Using Notepad and making sure you are using "straight quotes" should avoid problems with missing text. Always view your report after it is submitted to ensure it is correct and if you have questions or you submitted an Easy Report or Record of Unit Meeting and you need to amendor delete it, please contact the CS team at [ERsupport@d13cgaux.net](mailto:ERsupport@d13cgaux.net).