

MAC LESSON #73

USE SPECIAL CHARACTERS IN YOUR DOCUMENT

Adding special characters to your documents can really jazz things up. The easiest way to do this is to use the Character Palette, where you can find special characters used in Math, Arrows, Parentheses, Currency Symbols, Punctuation and finally, there's a category called Miscellaneous, which contains all kinds of characters like the symbols on playing cards, all kinds of hearts, and more. Here's how it's done.

Open System Preferences from the Doc or by clicking on the Apple icon on the top left side of the screen and selecting System Preferences. Now open the International icon and then open the Input Menu tab.

Now click in the box to the left of the Character Palette. Close the International window, and notice that there is now an American flag on the top menu bar just to the left of the day and time.

To use the available special characters, click on the Flag and then on Show Character Palette. You can click on a character and drag it into a document or e-mail.

