

LESSON 175

USING THE WINDOWS CHARACTER MAP

PC computer keyboards do not have keys for symbols like those used to show cents, degrees and registered (as in Trademark). These symbols, and many more, are available and in this lesson I'll show you how to find and use them.

Windows has a feature called the Character Map. You can use the Character Map to insert symbols that aren't used in the English language. You can click on Start, Programs, and Accessories and then on System Tools. Click on Character Map and, when it opens, you can find a wealth of symbols. Click on the down arrow next to Fonts to display symbols available in any of the fonts listed.

To copy a symbol, click once to highlight that symbol, click on Select, then on Copy. Now you can go back to the program you were working in, place your cursor on the space where the symbol is to be copied, click on Edit and click Paste. You can keep the Character Map open while you work a program.

If you don't have the Character Map installed, double-click on My Computer, Control Panel, and click Add/Remove Programs. Click on the Windows Setup tab. Scroll down and highlight System Tools. Click on the Details button and place a checkmark in the box that appears to the left of Character Map in the Components: window. Click OK twice and the Character Map will be installed. You may be prompted to insert your Windows CD-ROM disk or direct it to your Windows install files.

In Microsoft Word, you can insert special characters and symbols by clicking on Insert and then on Symbol. Click on the down arrow in the Font: window and select the font you'll be working with. Now you can use the Symbols or the Special Characters tab to find symbols and special characters. Highlight your selection and the Character Map will display any shortcut keystrokes you can use to insert that character or symbol from the keyboard. You can also change the default key strokes, and there is an Insert button that lets you insert the highlighted symbol or special character directly into your document.

