CHARACTER MAP APPLETS

Character Map Symbols using NumLock and ALT Key

Your keyboard can do a lot more than type the letters you see on it. More than 200 Character Map symbols are made available using the NumLock and the ALT key.

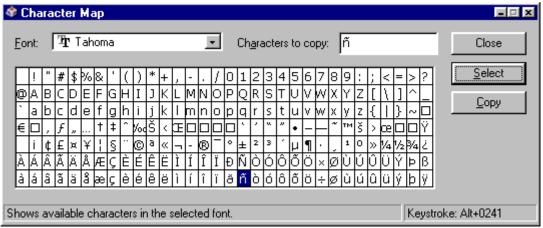
You can see these displayed with each font by accessing your Character Map, commonly found in your Windows\Start Menu\Programs\Accessories\System Tools Character Map. By selecting the desired symbol the lower right corner will identify a combination of keys to insert that symbol in your correspondence.

As an example, with the NumLock on, hold the ALT key and select 0163 (use numbers on right side of keyboard) for the British pound symbol \pounds ; 0150 for a long dash, or 0149 for bullets. This is a useful feature when you need some symbol peculiar to a particular language.

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ACCENT MARKS(that's those little symbols we use like the degree symbol, the cent sign,etc. Each Script in a word processor has it's on keystroke shortcut to each of these symobls, so what works for WordPerfect in TIMES NEW ROMAN may not be in WordPerfect's Signet Roundhouse script, or what is used by MSWORD may not be the same keystroke as the one used for WordPerfect.

To access the Character Map in Windows, click START...PROGRAMS...ACCESSORIES...SYSTEM TOOLS..CHARACTER MAP. Select a symbol you wish to use and the necessary keystroke will be shown in a box at the bottom right of the Character Map box.



See illustration:

To use the symbol ñ open WORD (for example) select Tahoma as the font and when you write mañana, write ma and then hold down the ALT key and press 0241 on the <u>numbers keypad</u> on the righthand end of your keyboard to make the ñ. The NUM LOCK must be 'on'. You may want to make a list of frequently used characters.

The FOLLOWING Symbols are found in MS WORD under INSERT....SYMBOLS. Other symbols can be found in the Font called WINGDINGS.

(To insert special characters in MSWORD: place your cursor at the insertion point. Click Insert on the menu bar and select SYMBOL. A box will pop up showing the array of characters available. Select the one you want)

CHARACTER SHORTCUT Key

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OTHERS MAY BE FOUND IN WORD PERFECT UNDER INSERT...CHARACTERS.Here are some Spanish

Characters. Ex: Niña (using Alt+164)é 130 á 160 í 161 ó 162 ú 163 ñ 164 ¿ 168 ü 129

Character Codes:

Typing Special Characters Using the Windows Character Map:

- 1. Choose [Start] -> [Programs] -> [Accessories] -> [Character Map]. The Windows Character Map will appear.
- 2. In the Font menu, choose the font you want to work with. Not all fonts can display all international characters.
- 3. Locate the character you want on the grid. To see a bigger version of a character, position the mouse pointer over the character and hold down the left mouse button.
- 4. When you find the character you want, double-click on it. It will appear in the box labeled "Characters to copy". Repeat this step for as many characters as you want to copy.
- 5. Click the "Copy" button. Any characters in the "Characters to copy" box are placed on the Windows Clipboard, an area of memory which can be accessed by many programs.
- 6. Paste the characters anywhere you need them. To paste text in most Windows applications, position the cursor where you want the text, then press Ctrl-V or choose the [Paste] command from the Edit menu.

Typing Special Characters on the Macintosh:

1. Choose <Apple> / Key Caps. You will see a map of the keyboard, showing ordinary letters.

- 2. In the Key Caps menu, choose the font you want to work with. Not all fonts can display all international characters.
- 3. Hold down the Option key. The keyboard map will change to show various international characters and accent marks.
- 4. Some characters, such as ß or ç, appear directly on the keyboard map when you hold down the Option key. If you are looking for one of those characters, do one of the following while you hold down the Option key.
 - o Use your mouse to click on the letter you want on the keyboard map on the screen.
 - Press the key on your keyboard that corresponds to the letter you want for example, s for ß and c for ç. The character you choose will appear in the text field at the top of the keyboard map.
- 5. Other accents appear on keys with a border around them. There are five such accents an acute accent (´), a grave accent (`), a circumflex (^), a tilde (~), and a dieresis (¨). If you want a letter combined with one of these accents, such as á, è, ô, ñ, or ü, follow these steps:
 - While holding down the Option key, either use your mouse to click on the accent you want on the keyboard map on the screen, or press the key on your keyboard that corresponds with the accent you want. The acute accent corresponds with the e key, the grave accent corresponds with the accent key in the upper left-hand corner next to the number 1, the circumflex corresponds with the i key, the tilde corresponds with the n key, and the dieresis corresponds with the letter u key.
 - Release the Option key. The keyboard map will revert back to normal letters, except that the keys for all letters which can appear under your chosen accent will have a thick black border, and will show their accented forms.
 - Use your mouse to click on the letter you want on the keyboard palette on the screen, or press the corresponding key on your keyboard. The character you chose will appear in the text field at the top of the keyboard map.
 - Select the characters you want in the text field at the top of the keyboard map, then
 press <Apple>-C or choose Edit / Copy to copy them. The copied characters will be
 placed on the Clipboard.
 - Paste the characters anywhere you need them. To paste text in most Macintosh applications, position the cursor where you want the text, then press <Apple>-V or choose Edit / Paste.

Example: Character Map Spanish character

manñana-© âñ

Extended Character Keystroke

With your cursor in the space where you wish the character to appear, type the number on the numeric keypad with the NUM LOC turned on.

À ALT+0224 Á ALT+0225 Ò ALT+0242

Ï ALT+0239

Ñ ALT+0241

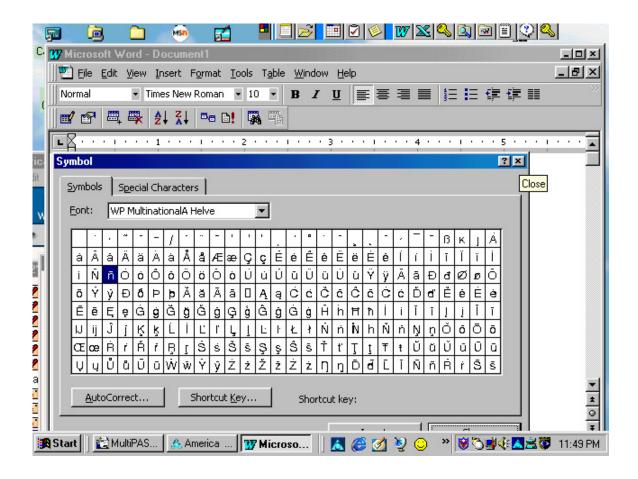
Ÿ Map characters keystrokes.rtf ALT+0255

Characters MAP Symbols

Click ALT key before pressing each set of numbers

147 = ô	0199 = Ç	148 = ö	149 = ò	$150 = \hat{u}$
151 = ù	152 = ÿ	153 = Ö	154 = Ü	155 = ¢
156 = £	159 = f	134 = å	135 = ç	0134 = †
0135 = ‡	0136 = ^	0137 = %	0138 = Š	0139 = <
0140 = Œ	0149 = •	0151 = -	0152 = ~	0153 = TM
0154 = š	0155 = >	0156 = œ	0157 =	$0159 = \ddot{Y}$
0162 = ¢	0163 = £	0164 = ¤	0165 = ¥	0166 =
0167 = §	0168 = "	0169 = ©	0170 = a	0171 = «
0172 = ¬	0173 = -	0174 = ®	0175 = -	0176 = °
0177 = ±	0178 = 2	0179 = 3	0180 = ′	0181 = μ
0182 = ¶	0183 = •	0184 = ,	0185 = 1	0222 = Þ
0187 = »	0188 = 1/4	0189 = ½	0190 = 3/4	3 = 1910
225 = ß	166 = a	167 = °		

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