DISCOVERING THE CHARACTER MAP

Windows's Character Map lets you add weird foreign characters, such as *à, [sterling],* or even *ß,* into your document.

Character Map makes it so easy to give your documents that extra shine *à la belle étoile.* To get there, click Start, Programs, Accessories, System Tools, and Character Map and follow these steps to put a foreign character in your work:

> Make sure that the current font (the name for the style of the characters on the page) shows in the Font box. If the current font is not showing, click the down arrow and click the font when it appears in the drop-down list.
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> Scan the Character Map box until you see the symbol you're after; then pounce on that character with a double-click. The symbol appears in the Characters to Copy box.
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> Click Copy to send the character to the Clipboard.
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> Click the Close button to close the Character Map.
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> Click in the document where you want the new symbol or character to appear.
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> Press Ctrl+V, and the new character pops right in there. (Give it a second. Sometimes it's slow.)

The symbols in the Character Map box are easier to see if you hold down the mouse button and move the pointer over them.

> · When working with foreign words, keep the Character Map handy as an icon, ready for consultation.
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> _ For some fun symbols, switch to the Wingdings font. It's full of little doodads to spice up your work.

You can grab several characters at a time by double-clicking each of them and then copying them into your work as a chunk. You don't have to keep returning to the Character Map for each one

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