Symbols Inserted using MS Word

You can use the **Symbol** dialog box to enter symbols, such as ¼, and ©, or special characters, such as an em dash (—) or ellipsis (…), that are not on your keyboard, as well as Unicode (Unicode: A character encoding standard developed by the Unicode Consortium. By using more than one byte to represent each character, Unicode enables almost all of the written languages in the world to be represented by using a single character set.) characters.

If you are using an expanded font, such as Arial or Times New Roman, the **Subset** list appears. Use this list to choose from an extended list of language characters, including Greek and Russian (Cyrillic), if available.

To Insert a symbol

1. Click where you want to insert the symbol.
2. On the **Insert** menu, click **Symbol**, and then click the **Symbols** tab.
3. In the **Font** box, click the font that you want.
4. Double-click the symbol that you want to insert.
5. Click **Close**.

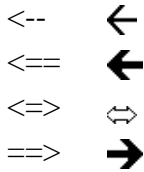**To Insert a special character**

1. Click where you want to insert the special character.
2. On the **Insert** menu, click **Symbol**, and then click the **Special Characters** tab.
3. Double-click the character you want to insert.
4. Click **Close**.

To Insert a character code

When AutoCorrect is turned on, you can automatically insert symbols that are included in the built-in list of AutoCorrect entries — for example, arrows and faces. Type a predefined AutoCorrect name in the following list and watch Microsoft Word automatically replace it with the appropriate symbol. For example, type **-->** to insert →.

Type	To insert
(c)	©
(r)	®
(tm)	™
...	…
:) or :-)	☺
:| or :-|	😐
:(or :-(	☹
-->	→

`<--`	←
`<==`	⬅
`<=>`	⇔
`==>`	➔

Note If text is not replaced with a symbol, you may need to turn on the AutoCorrect feature. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoCorrect** tab. Select the **Replace text as you type** check box.

When you select a Unicode character in the **Symbol** dialog box, its character code appears in the **Character code** box. If you already know the character code, you can type it directly into the **Character code** box to find the Unicode character.

The name displayed before the **Character code** box is the official character name in the Unicode 3.0 standard.

1. Click where you want to insert the Unicode character.
2. On the **Insert** menu, click **Symbol**, and then click the **Symbols** tab.
3. In the **Font** box, click the font that you want.
4. In the **From** box, click **Unicode**.

   The set of characters is limited if you select something other than Unicode in the **From** box. For example, if you select a local code page rather than Unicode, you will see a correspondingly reduced set of characters in the **Symbol** dialog box.

5. If the **Subset** box is available, click a subcategory.
6. Double-click the symbol that you want to insert.
7. Click **Close**.

Unicode options

If you know the character code for a Unicode character, you do not need to open the **Symbol** dialog box. Type the Unicode hexadecimal character code in the document, and then press ALT+X.
You can toggle a character that is already in your document to display its Unicode hexadecimal character code by placing the insertion point directly after the character and pressing ALT+X.
To display the character code based on the local code page, type **x** before the character, place the insertion point after the character, and then press ALT+X. This process will work only if the character is represented in the local code page.
You can convert a hexadecimal value from the local code page into a character. Type **x** before a hexadecimal value, place the insertion point after the value, and then press ALT+X.

Notes

You can increase or decrease the size of the **Symbol** dialog box. Move the pointer to the lower-right corner of the dialog box until it changes into a double-headed arrow, and then drag to the desired size.

You can quickly insert a recently used symbol by double-clicking a symbol in the **Recently used symbols** box and then clicking **Close**.

If you do not see the **Symbol** command on the **Insert** menu, you might need to restore the command to the menu. For more information about restoring menu commands, click the link under See Also, which is visible when you are connected to the Internet.

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