



## Penticton Seniors' Computer Club

### Printing Special Characters

#### Introduction

Have you ever wanted to print the cent sign (¢), the degree sign (°), the copyright sign (©) or some characters in a language that uses different characters (¿mañana! or fenêtre or Здравствуйте!)? These characters typically do not appear in a normal keyboard. However you can still print them in your documents or email messages. This instruction sheet shows you how to do this.

#### Finding and Making a Shortcut to the Character Map

The Windows operating system includes a *character map* which can be used to find, copy and use characters not on your keyboard. It is useful to have the shortcut for this facility on your desktop or in your taskbar so you can call it up easily each time you need a special character. To find the character map and put a shortcut to it on your desktop do the following.



#### For Windows 7 and below:

1. Click on the *Start* button at the bottom, left of the screen, then in the *Search programs and files* box, type the word *character*.
2. A new window appears which should have *Character Map* at the top of the list displayed.
3. Right click on *Character Map* and from the menu presented click on *Send to...* and then on *Desktop (create shortcut)*. A shortcut to the *Character Map* will now be on your desktop.

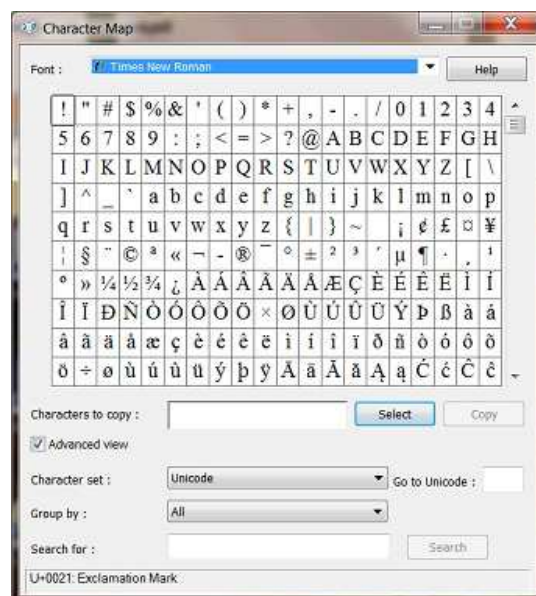
#### For Windows 8:

1. Move the cursor up and to the right to exit the screen near the top, right corner then bring it back into the window. A menu appears with a magnifying glass. Click on it to get a *Search* box then type the word *character* in the box.
2. On the left side of the screen *Character Map* should be displayed likely at the top of the list.
3. Right click on *Character Map* and from the menu presented along the bottom of the screen click on *Pin to taskbar*. A shortcut to the *Character Map* will now be in the taskbar along the bottom of the screen when you are in *Desktop* mode.

#### Using the Character Map

Now that you have a shortcut to the *Character Map* on your desktop or taskbar it is easy to use it to include special characters in a document or email message or anywhere where you would type a character. When you need a special character or characters do the following.

1. If necessary shrink your document or message so that you can see the desktop. Double click on the *Character Map* shortcut. The *Character Map* will appear as shown on the right.
2. Make sure that the font you are using is the one showing at the top of the *Character Map* window. If not, click on the down arrow and select the appropriate font.
3. If the *Characters to copy* box is not empty, clear it by highlighting all the characters in it and depressing the *Delete* key.



4. Scroll to find the character that you wish to use and click on it. It will show larger. When you have the correct character, click on the *Select* button. The character will appear in the box labelled *Characters to copy*. If you wish to use more than one character (eg, a word), repeat the above for the other characters.
5. Click on the *Copy* button.
6. Shrink the *Character Map* window down, or close it if you will not be selecting any other characters.
7. If necessary maximize your document or message window and place the cursor where you wish to insert the selected special characters. Hold the *Ctrl* key down and depress the *C* key (viz, Copy). The special characters will appear.

You should note that all fonts do not have all the special characters included in them that other fonts may have. However, any of the standard fonts will have all the alphabetic characters (upper and lower case), all the numerals, many special characters (such as the  $\phi$  sign, drawing characters and math characters), along with the characters for such languages as Arabic, Hebrew, Russian (the Cyrillic alphabet) and Greek.