

Lancaster Senior Citizen Center

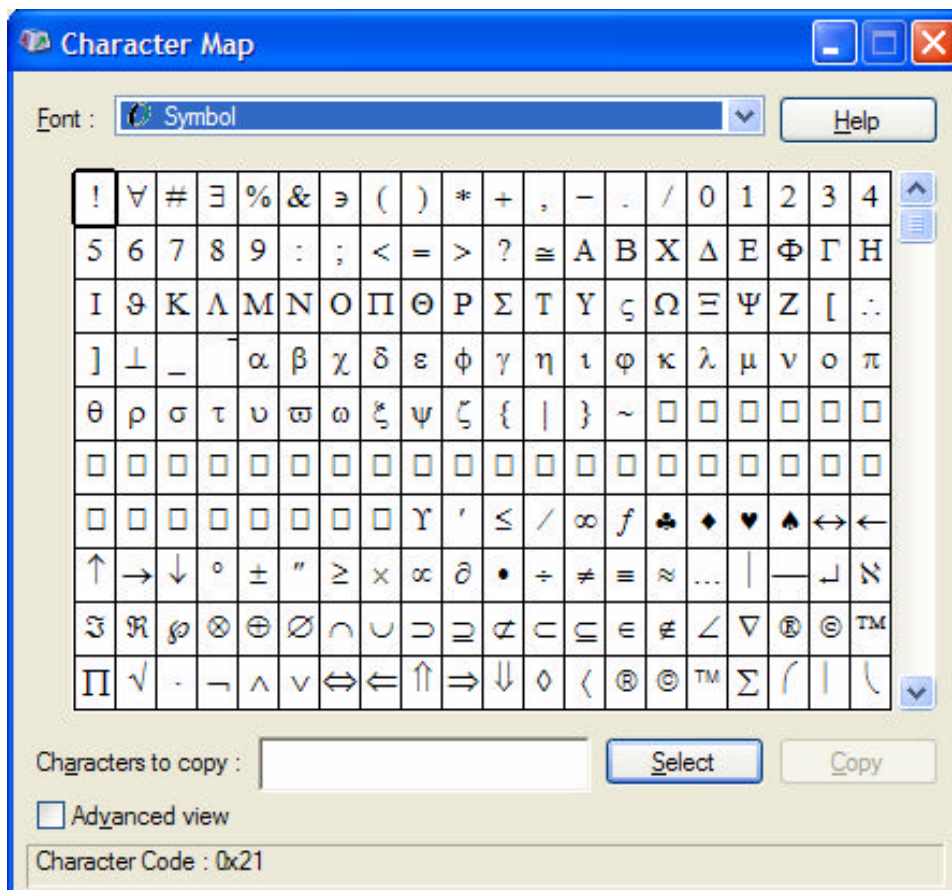
Computer Tip No. 09

Character Map

There is an easy way to add accent marks such as the degree sign ,and other special characters-to words like resume and café by way of the Character Map application

Below is a character map of Symbols. To get the Character Map

Go to **START => ALL PROGRAMS => ACCESSORIES => SYSTEM TOOLS**
=> CHARACTER MAP.



You can copy individual characters or a group of characters to the Clipboard and paste them into any program that can display them. or, depending on the program

you are using (such as Word), you can even copy characters by dragging them from the Character Map directly into an open document.

Once they are visible, you can enlarge them, copy and paste them, make them bold, underline, etc.

If you are in Word, just go to INSERT => SYMBOLS. Be sure to click on Special Characters Tab to see simple, quick, and easier ways to go.

There are many different characters you can see in the Character Maps. You can use them to view the characters that are available in other fonts Just click on the check mark on the right hand side of the font box to see them..

Be sure to look at the Wing Ding Character map. There are some crazy symbols that are fun to use. A mysterious code maybe???

Here are some to play with. Use the Alt key + the number

à = 0224	À = 0192	ò = 0242	Ò = 0210	ù = 0249	Ù = 0217
á = 0225	Á = 0193	ó = 0243	Ó = 0211	ú = 0250	Ú = 0218
â = 0226	Â = 0194	ô = 0244	Ô = 0212	û = 0251	Û = 0219
ã = 0227	Ã = 0195	õ = 0245	Õ = 0213	ü = 0252	Ü = 0220
ä = 0228	Ä = 0196	ö = 0246	Ö = 0214		
å = 0229	Å = 0197				
è = 0232	È = 0200	ì = 0236	Ì = 0204	ñ = 0241	Ñ = 0223
é = 0233	É = 0201	í = 0237	Í = 0205	Ń = 0209	č = 0191
ê = 0234	Ê = 0202	î = 0238	Î = 0206	ç = 0231	ĵ = 0161
ë = 0235	Ë = 0203	ï = 0239	Ï = 0207	Ç = 0199	