

## **Contents for Character Map Help**

You can use Windows Character Map to insert into documents extended characters not found on most keyboards. These include special characters provided in symbol fonts. Character Map works only with Windows applications.

To learn how to use Help, press F1.

### **How To...**

[Insert a Character into a Document](#)

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## Inserting a Character into a Document

Each font contains a different character set. You can insert any character, from any available font, into a document. You can insert more than one character at a time, but they must be in the same font.

### To insert a character into a document

- 1 Open the Font list, and then select a font.  
The character set changes to display the characters in the selected font.
- 2 Point to a character, and then press and hold down the mouse button to see an enlarged picture of the character.  
Or press `TAB` until the cursor is in the character selection area, and then use the arrow keys to select the character.
- 3 Double-click the character.  
Or choose the Select button.  
The selected character is placed in the Characters To Copy box.
- 4 Select as many characters as you want.
- 5 To place the characters in the Characters To Copy box onto the Clipboard, choose the Copy button.
- 6 Switch to the document into which you want to insert the characters.
- 7 Select the same font that you selected in Character Map.
- 8 Position the cursor where you want the characters to appear.
- 9 From the application's Edit menu, choose Paste.

See Also  
[Selecting a Font](#)

## **Selecting a Font**

Each font contains a different character set. Whatever fonts are installed, whether from a printer installation or from Control Panel, appear in the Fonts list.

### **To select a font**

▶ Click the arrow to the right of the Font box to open the list, and then select the font you want to use.

Or press ALT+F, and then press the DOWN ARROW key until you see the font you want to use. As you press the arrow, the character set changes to reflect the currently selected font.

See Also

[Inserting a Character into a Document](#)

