## **INTEROFFICE MEMORANDUM**

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FROM: Info. Center VERSION: 5.1

Composing Characters Without Using The

Character Set

To create the following characters, use the Compose feature by pressing Ctrl-2 (or Ctrl-V) and the keystrokes:

\*. = Small filled bullet

\*\* = Medium filled bullet

\*o = Small Hollow bullet

\*O = Large Hollow bullet

For example, press Ctrl-2, then type an asterisk and a period to create a small filled bullet.

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