

Character Map Overview

You can use Windows NT Character Map to insert extended characters not found on most keyboards into documents. These include special characters provided in Symbol fonts and fonts for Unicode.

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 Click the **Font** arrow to view the list, and then click a font. If you select a font for Unicode, such as the system font Lucida Sans Unicode, click the **Subset** arrow to view the list and then click a subset of the font. You can use the **Next** and **Previous** buttons to scroll through the **Subset** list.

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 see an enlarged picture of the character.
- 3 Double-click the character or click **Select**.
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, click **Copy**.
- 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 On the program's **Edit** menu, click **Paste**.

Note

- When you paste into some programs, characters may lose the font you selected in Character Map. To change the characters to the font you want, select them and format them for the font within the program.

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 **Font** arrow to view the list, and then click 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 DOWN ARROW key, the character set changes to reflect the currently selected font.

Note

- If you select a font for Unicode, such as the system font Lucida Sans Unicode, click the **Subset** arrow to view the list, and then click a subset of the font. You can use the **Next** and **Previous** buttons to scroll through the **Subset** list.

See Also

[Inserting a Character into a Document](#)

