

# Adobe<sup>SM</sup> Customer Services

## Creating Composite Characters in Microsoft® Word

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There is a way to create composite characters on the Macintosh. This method will only work in Microsoft® Word version 3.x or later, and involves using Word's function commands. Furthermore, the resulting document cannot be exported out of Word without the composite character "falling apart." That is, you cannot place the result into a page layout program or copy and paste it through the clipboard.

### CREATING A COMPOSITE CHARACTER

- 1 Go into Show Paragraph mode (Command-Y) if you are not already in it.
- 2 Invoke Word's function command by holding down the Option, Command, and backslash (\) keys. This will show up on the screen as a period-backslash (.) indicating that a function is forthcoming.

***Note:** It is not the same as typing period-backslash.*

- 3 Type the letter 'O' for the overstrike command.
- 4 Type an open parenthesis and enter the characters you want to use in the composite. Separate each character by a comma. When you are done, type in a close parenthesis. Example: .\O(a,~) (To access the macron (line), use Option-Shift-Comma.)
- 5 When you finish creating your composite character, choose Hide Paragraph mode (Command-Y), and your composite character will appear on screen.

### SHORTCUTS

- 1 Save your composite characters as glossary entries using Word's glossary feature. You can create a library of composite characters this way.
- 2 Save time by copying the code sequence to the clipboard and then pasting it into your document as needed. You will only need to change the characters within the parentheses.