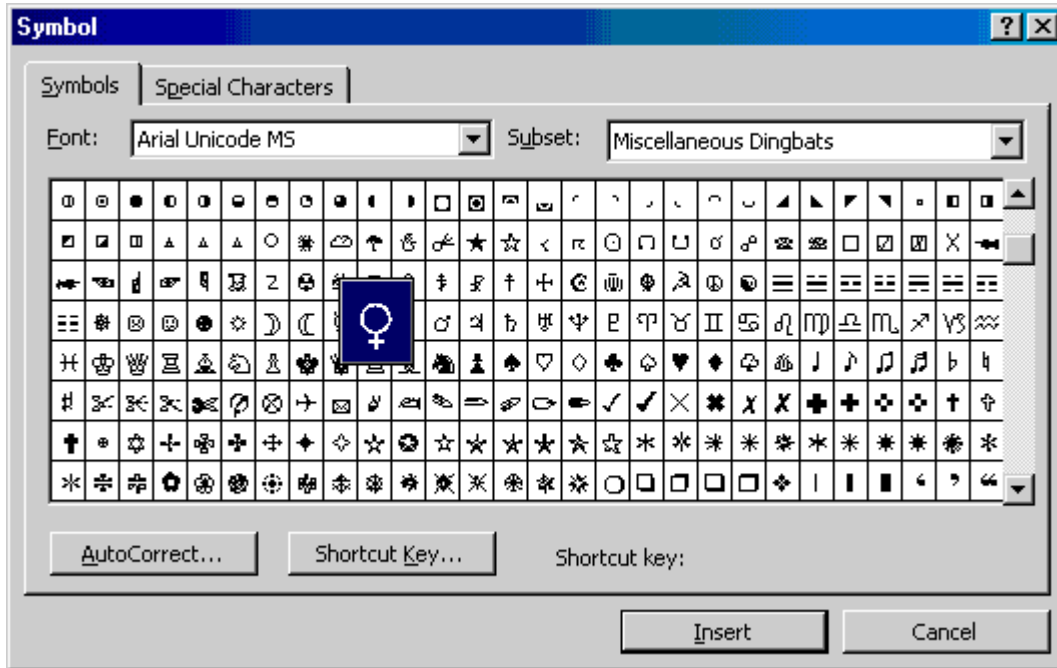


## Using Special Characters as Fonts in Microsoft Word

---

When you need a special character, such as the copyright symbol ©, accent characters é or even picture symbols, you can get them in Word choosing **I**nsert > **S**ymbol in the menu bar. You will see the following window. Select Arial Unicode MS for the font. The subsets will change as you scroll down the list of symbols. Make sure you have your cursor set to the place you want to insert the symbol.



Once you find the symbol you would like to use, click on it to select it, then click on the **I**nsert button and then close the window. That symbol will appear in your Word document. You can then copy and paste the symbol into other documents.

Tip: Once you click on the symbols, you can maneuver around and see them in a larger block using your arrow keys on the keyboard. As you move over each one, it becomes larger so that it is easier to see what the symbol is.