

Stupid Character Map Tricks

Special Characters

Recently someone asked me about the “special characters” that were hard to make using a computer.

There is a small application that is included in Windows called the **Character Map** that will allow you to make special characters such as proper fractions, copyright symbol, and many others.

Click on **START | ALL PROGRAMS | ACCESSORIES | SYSTEM TOOLS | CHARACTER MAP**

Now choose the font that you will be working in such as Arial or Times New Roman. A list will be presented of all characters possible with that font. Let’s use fractions as our example.

If you want to make a proper fraction such as 1/4 versus ¼, use the **Character Map**. In the map click on the character you wish to make, there in the lower right corner of the screen the keystrokes to make the character are displayed. For example to make ¼ the keystroke is ALT+0188. Hold down ALT while you type 0188, when you release ALT the character is “typed”. For a copyright symbol the keystroke is ALT+0169. Try some out for fun.

¼ = ALT + 0188

½ = ALT + 0189

¾ =ALT + 0190

Copyright = ALT + 0169

Find and memorize the ones that you will use often to make your reports and letters look more professional. There are some characters available that **do not** have “keystrokes” available for them such as ⅓. To create these characters in your document you must go to the Character Map, double-click the character, which will “select” the character and display it in the field called “characters to copy”. Click the button “Copy”, then using the “fast switching” ALT+TAB, switch back to your document, and then paste using CTRL+V. There, doesn’t that look better?