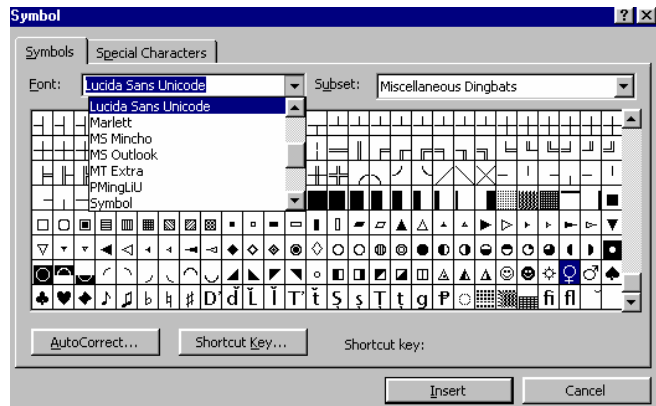


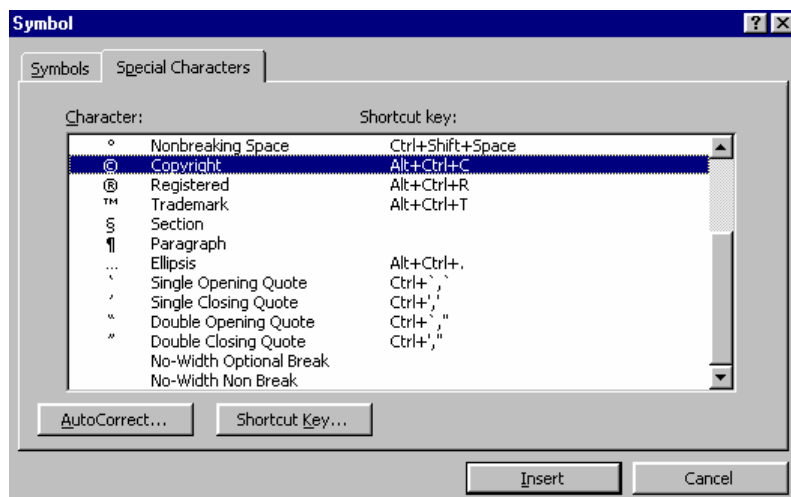
# Symbols and Characters

1. Click **Insert** on the main menu.
2. Click on **Symbol**.
3. On the dialogue box that appears, click on the **Symbols** tab. You can preview a magnified view of any character by clicking once on it.



4. To insert the symbol into your document, click the **Insert button**. You can also add other symbols by following the same process before closing the box.

5. There are other characters, as well as their keyboard shortcut available on the **Special Characters** tab.



6. When you have finished making your selections, click the **Cancel** or **Close button**.