

Character Access

Different forms of access to the glyphs in MS Windows and in MS Word

The access to the characters of the font in MS Word XP can be achieved in the following way:

Using the Keyboard

To insert characters available in the keyboard: just use the key

To insert any character (available in the keyboard or not):

- 1 Use the corresponding key combination ALT+0nnn (see tables)
- 2 Use the corresponding key combination ALT+nnn (see tables)
- 3 Type the character hexadecimal code and enter ALT-x, i.e., type hhhh + ALT-x

Using Insert Symbol Menu

Once the menu is activated, make sure that the character code field (bottom of the window) reads UNICODE. When the value UNICODE is set, a Subset field appears on the top of the window and then any character of the whole font can be inserted. On the contrary, if one chooses ASCII for the code field, only the basic Latin characters are able to be inserted.