

Inserting Symbols and Special Characters:

Have you ever had to type anything requiring a symbol? In my area of teaching, I often have to use the degree symbol. There are several ways of doing this. One method is to go to the character map. This is done by going to the Start menu → All Programs → Accessories → System Tools → Character Map. Next, you must select what font you are using. For example, I often use Times New Roman when typing items pertaining to the sciences. One of the items on this chart is a degree symbol. Click on the box of the desired symbol, followed by “Select” and “Copy”. This item can now be pasted into a document.

On a desktop, there is a shortcut method that can be used. After clicking on the box with the desired character, you will see a so-called ALT-code in the bottom right corner of the character map. For the degree symbol, this would be ALT-0176. Now if I need a degree symbol while typing my document I can hold down the ALT key and type the corresponding numbers from the number keypad (on the right side of keyboard; must have NUM LK on) to put in my degree symbol. Please note that this does not work for laptops.

When using a laptop, you must click the “Num Lk” key. Then hold in on the “Fn” and “Alt” keys at the same time. Rather than using the white numbers, you must type the code using the blue numbers.

Here’s some examples of items I typed using symbols from the laptop shortcut method:

30°C

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