



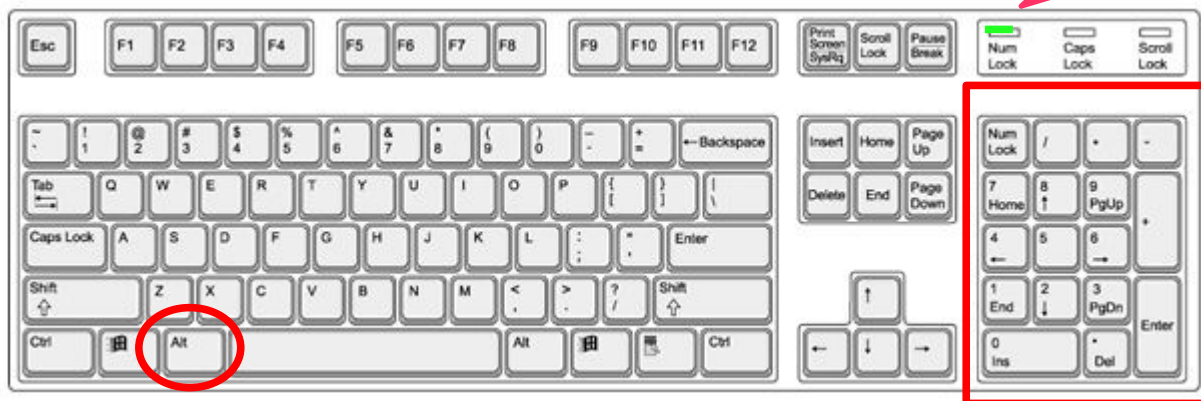
Coffee Break


Question on Software or Operating system.

SPECIAL CHARACTERS IN YOUR DOCUMENTS

An example, if you need to add the cent sign into any document or project you're working on, simply hold down the Alt key on your keyboard and type in the numbers 0162. This is what you'll get: ¢.

First ensure the Numeric keypad is **on**.
Normally **on** by default. Green light **on**.



To use the Special Characters code in a document, First hold down the  Key and enter the number. Once you lift off the Alt key the special character will appear in you text.

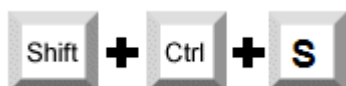
LISTED BELOW ARE SOME OF THE SPECIAL CHARACTERS AND THEIR CODE NUMBERS.

® = Alt + 0174
© = Alt + 0169
™ = Alt + 0153
¥ = Alt + 0165

¼ = Alt + 0188
½ = Alt + 0189
¾ = Alt + 0190
£ = Alt + 0169

You can press Shift+Ctrl+S to open the **Special Characters** dialog in your word processor. High-Light the character you want, as shown below and click [OK]. Note the character's code number. When using the number a zero needs to added, Example 0163 the £ sign.

Must use this sequence



To open the **Special Characters** dialog.

