Inserting Symbols and Special Characters

You can insert many characters and symbols into a presentation that cannot be found on the keyboard. For example, you can insert a copyright symbol (©), accented or foreign characters (£), silly characters (☺), and much more.

1. Position the insertion point where you want to insert the symbol or special character.
   - **Tip**: if you want to replace an existing character with a symbol or special character, select the character you want to replace.

2. Click the **Insert** tab on the Ribbon and click the **Character Map** button list arrow in the Text group.

   The character map will appear

3. Choose the preferred font and click on the symbol or special character that you want to insert and click Insert.

   The symbol is inserted into the layout.

   ✓ **Tip:** Venus 1500 installs a Graphics font which is useful on smaller displays wanting to use a graphic. Inserting the car icon for oil change presentations, or the key icon for real estate are just a couple of examples how to use this.

   ✓ **Tip:** Larger displays may not want to use the Graphic font as the icons are intended for smaller displays. However, the copyright symbol, registration trademark, and other symbols are found in the other font selections.
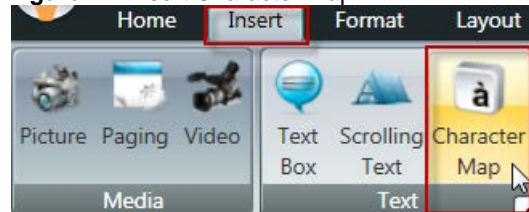
Figure 1 – Insert Character Map

Figure 2: Select Font and Character from Character Map Box