

How to Add Special Fonts and Characters

USING WINDOWS CHARACTER MAP

OVERVIEW

Character Map can be used to copy and paste special characters into your documents, such as the trademark symbol, special mathematical characters, or a character from the character set of another language. The character map program can prove very useful when operating GalleryPro under environment constraints like Terminal Services or Virtual PC where feature rich editing programs may not be available.

NOTE: For demonstration purposes the following pictures have been created using Windows Vista Ultimate.

Since the character map program is used to insert special characters into an .rtf (rich text format) document generated by *GalleryPro*. Please create an infosheet, or other editable document, in *GalleryPro* before completing the following tutorial.

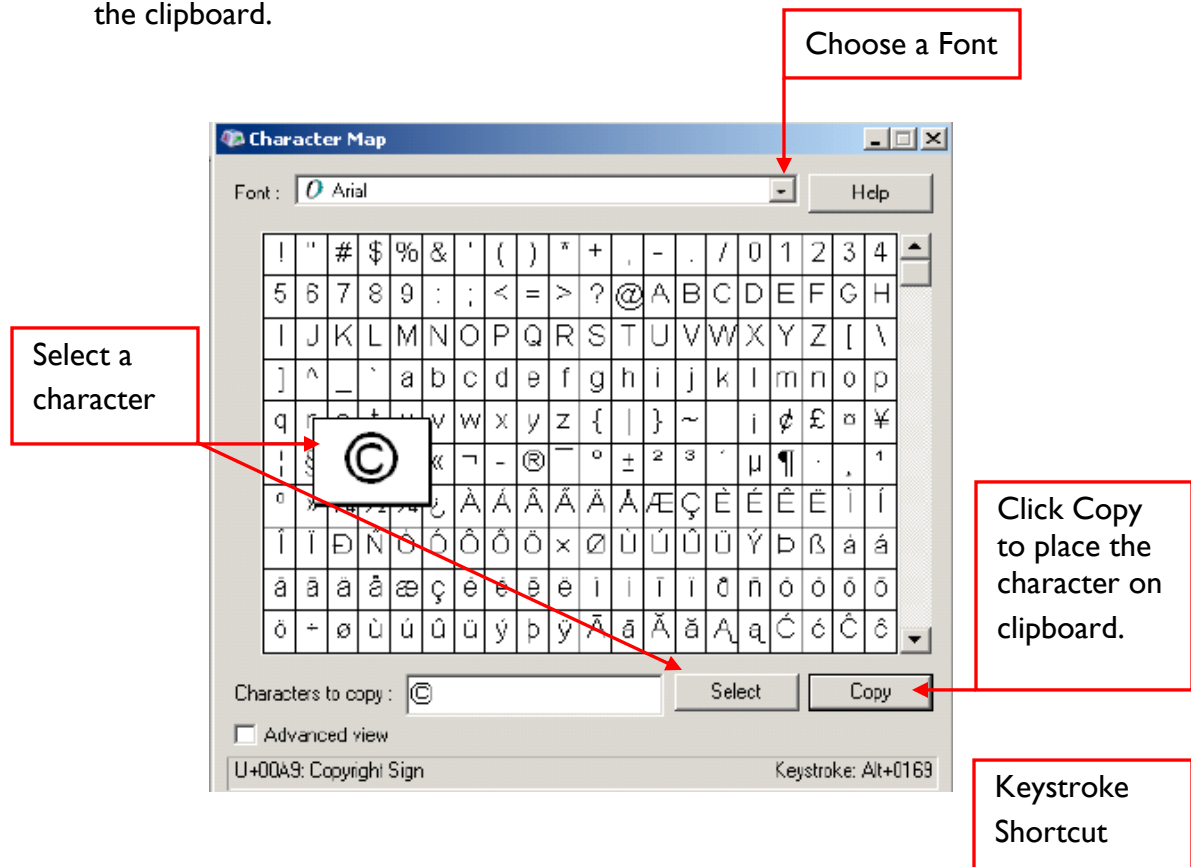
STARTING CHARACTER MAP

In Windows 7, Windows Vista, and Windows XP, the character map program can be launched by going to:

- I. Start>Programs>Accessories>System Tools>Character Map



- When Character Map launches, a screen similar to the one below appears. The layout is easy to use, with your Font selector menu at the top and the characters below.
- Click on a character to magnify. Choose the **Select** button to add the character to the Characters to copy field. Then use copy button to place the character on the clipboard.



- With the report in preview mode or opened as a saved .rtf (rich text format) document, simply place the cursor where the character is to be inserted and press Ctrl + C (Copy) on the keyboard. This copies the character from the clipboard to the report or document. The keystroke shortcut will display when each character is selected. Be sure to save any changes if desired.

NOTE: The above steps can be used to edit records in all modules.

TIP! – Create a cheat sheet of the most frequently used characters and their corresponding keyboard shortcuts for quick editing. On Mac keyboards, the Option key corresponds with the Alt key on Windows systems and the number pad must be used to enter numbers in combination with the Alt Key.

If further assistance is needed, please contact Artsystems Support.
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