WordPerfect 5.1 – X4

SPECIAL CHARACTERS

© Darry D Eggleston, DarryD@darryd.com

Click on any blue, underlined text to go to its linked reference.[1]

1. The Snowflake is a button on the right-side of the Property Bar (to the left of the Speller/Thesaurus book symbol) that has a snowflake and a pound symbol on it.

2. When you click it (**Figure 1**), a palette appears with the last 16 special characters that you have used. You can select from this palette for one-click access to your most frequently-used foreign language letters and symbols.
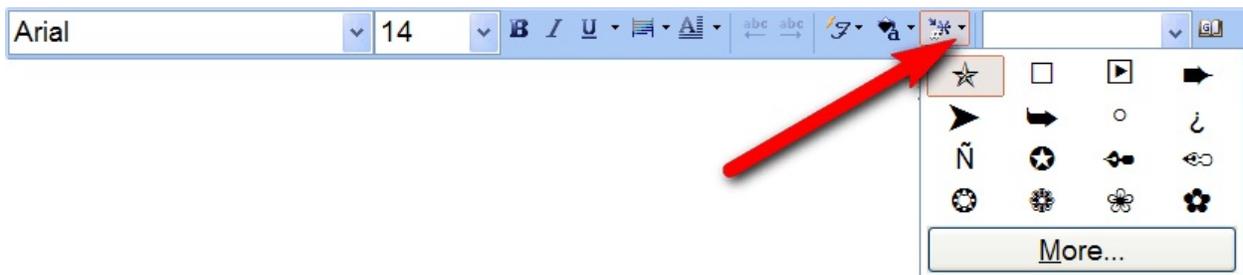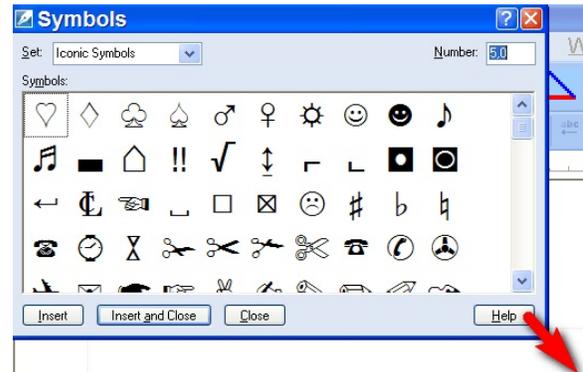

Figure 1

3. At the bottom of the palette is the 'More' button. Left-click on this button to open the Symbols dialog box where you can browse through and select from over 1,500 special characters, symbols and foreign language alphabets in 15 different character sets.

> Another way to access the Symbols dialog box is to use the key combination *Ctrl+W*.

For more lessons, visit *http://DarryD.com* (March 11, 2010)
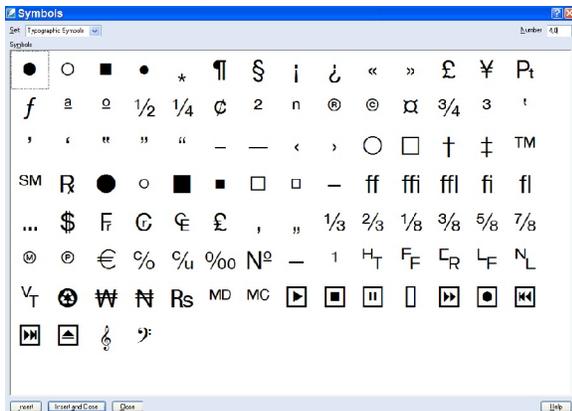
4. If this box is not shown at full-size (**Figure 2**):
❶ Move your cursor to the lower-right corner until it becomes a 2-way arrow.
❷ Left-click, hold, and drag to make it full size on your screen.
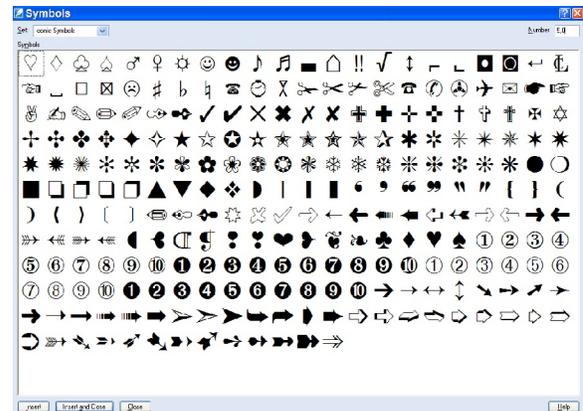

Figure 2

5. Select from more than 1,500 characters, symbols and foreign language alphabets in the Symbols dialog box.

6. The two symbol sets I use the most are '4,0' (**Figure 3**) & '5,0' (**Figure 4**).

Figure 3 — 4,0 Symbols

Figure 4 — 5,0 Symbols

7. You can access a different symbol set by either typing the numbers in the upper-right corner of the dialog box (no spaces between characters) or by Left-clicking on the drop-down menu to the right of the name (on the left-top of the dialog box).

8. To select a symbol:
❶ Open the dialog box.
❷ Select the symbol set you want.
❸ Double, left-click on the symbol of choice.