Inserting a Symbol

Description
Symbols can be inserted within text to lend extra emphasis and understanding to the document. Common business symbols include copyright ©, registered ®, and trademark ™. Symbols also take on the characteristics of text. You can change symbol color and size. You can also move or copy a symbol within text.

Unlike bullets, which can only appear at the beginning of a line, symbols can appear anywhere in a line of text.

Here is a sample of a computer symbol \[\text{inserted into the middle of a line from the Symbol dialog box.}\]

Procedures
1. On the Word main menu choose Insert Symbol….and the Symbol dialog box appears.
2. Choose a font family by clicking on the drop down box to the right of the Font list box.
3. Click on the symbol you would like to use.

Tips and Tricks
Select the symbol, then use the Font Size button on the toolbar to change the size of a symbol.