Windows Character Map

The Character Map enables you to view the characters that are available in a selected font. Using the Character Map, you can copy individual characters or a group of characters and paste them into GenScriber.

During editing a worksheet cell you can insert special characters from the character map.

To open the character map

1. Click on the Start (Windows Icon) menu in the lower left, then select All Programs.

2. Select Programs > Accessories > System Tools > Character Map.

3. A window should open which displays a series of characters in a grid as in the image below.

TIP: If you use the Character Map a lot, you may want to make a Shortcut (alias) to it on your Desktop or add it to your Start menu.

Using the character map

1. Click the Font list, and then click the font you want to use.

2. Click the special character you want to insert into the document.

3. Click Select, and then click Copy.

4. Click the location in the Worksheet cell or TextPad where you want the special character to appear.

5. Paste the character in one of the following ways…
Right-click where you want to paste, and choose 'Paste' from the menu.
Place you cursor where you want to paste and hold down Ctrl and press 'V' (Ctrl+V)
Place you cursor where you want to paste, open the Edit menu and choose 'Paste to cell'

Tip: GenScriber allows you to drag special characters into the cell being edited.
To do this, click the character you want to copy. When the character appears enlarged, drag it into the cell at the position you want to insert it, and release the mouse button.