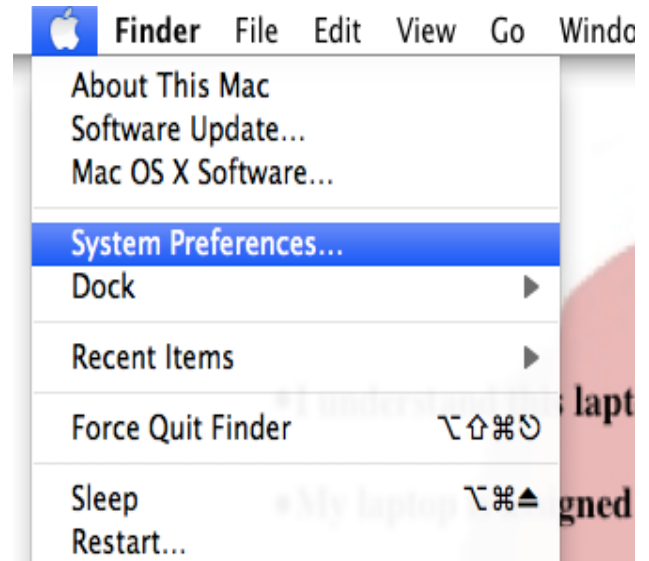


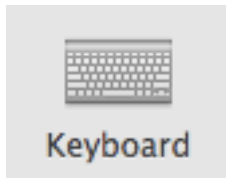
Setting Up Character Viewer

The Character Viewer in Mac OS X can be used to insert special characters, emojis, and symbols into your documents from most applications. Follow these steps to make the Character Viewer easily accessible.

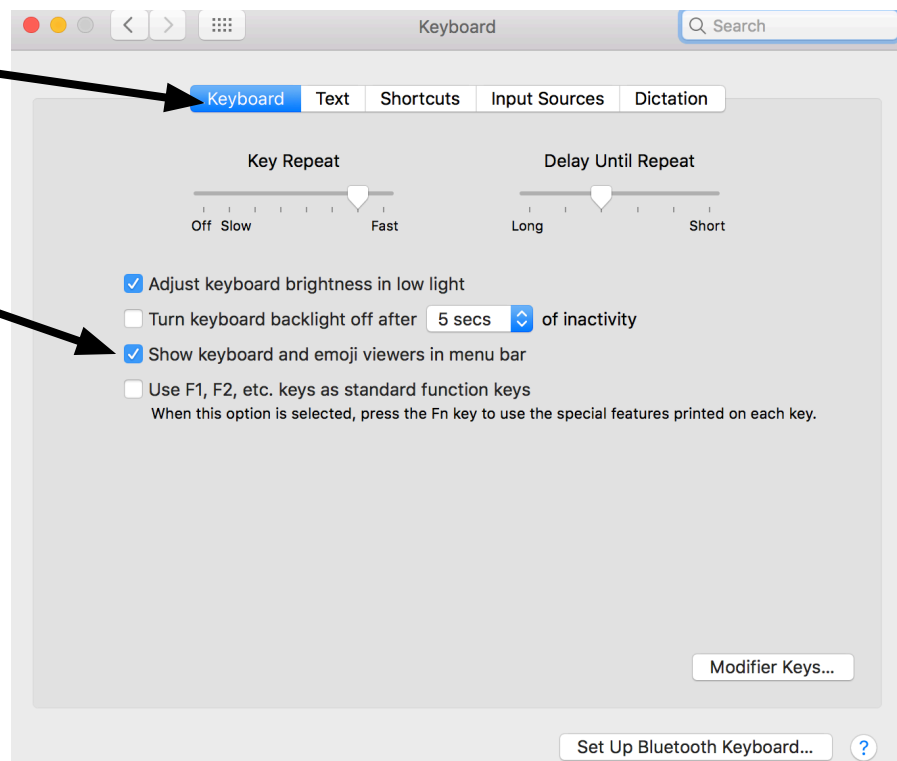
1. Choose **System Preferences** from the Apple menu



2. Click the **Keyboard** icon (2nd row)



3. Choose the **Keyboard** tab



4. Check the box for **Show keyboard and emoji viewers in menu bar**

5. Quit System Preferences

6. You should now see this icon in the menu bar (by the date/time)

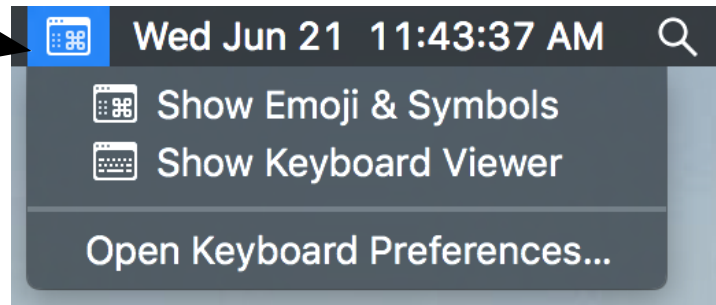


See page 2 for how to use the Character Viewer

Using Character Viewer

1. Open the application you want to type in (Pages or Microsoft Word for example)
2. When you're ready to insert a special character or symbol, click on the Character Viewer icon and choose **Show Emoji & Symbols**

NOTE: This icon may change to a country's flag if you have selected other languages to type in

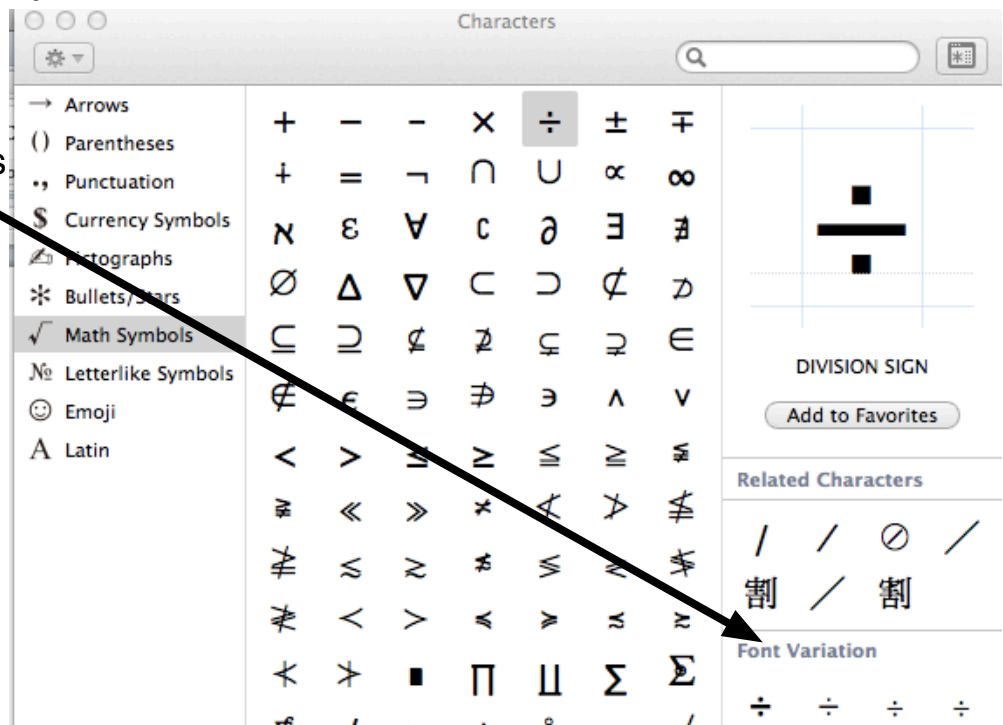


3. Find the character or symbol you would like to use. The division symbol, for example, is found in the Math Symbols category.

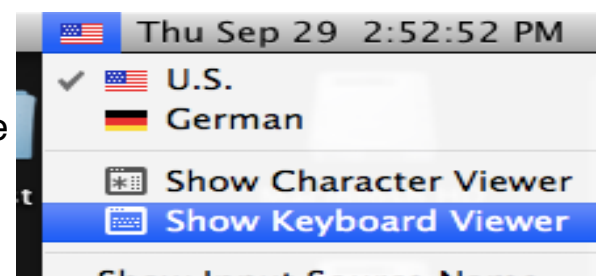
Scroll through the Font Variations to see a choice of sizes

There are two ways you can insert the selected symbol or character

- a. double-click it
- b. drag-and-drop it



To see what keys will type what character/symbol, choose **Show Keyboard Viewer** from the Character Viewer icon in the menu bar



Typing in other languages

If you'd like to type in another language (helpful for special characters in a foreign language class)...

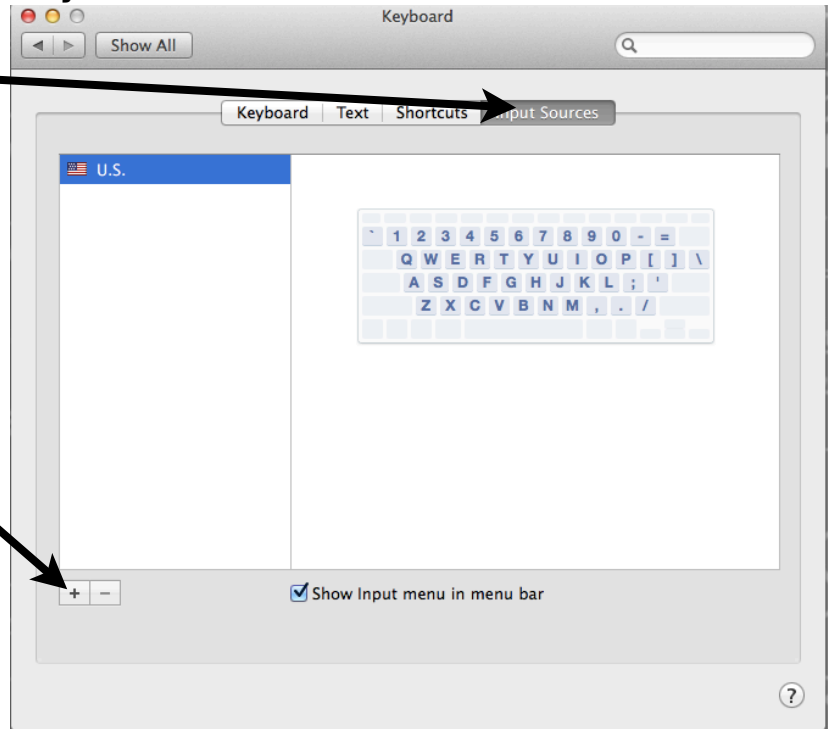
Open **System Preferences** and choose the **Keyboard** icon.

Click the **Input Sources** tab

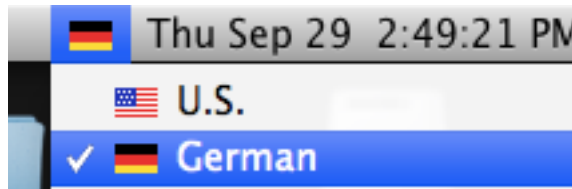
Click the **+** button

Select the language you want to use and click the **Add** button

Quit **System Preferences**



If you selected other languages to type in, select the language you want from the Character Viewer icon in the menu bar



Remember to switch back to **U.S.** for typing in English