

## Issue Details:

Application	Version	Description of issue
Microsoft Word	Office 2013 Office 2010 Office 2007	Inserting special characters into your documents through the Symbol button is time-consuming. If you regularly use symbols in your workflow, this tech note will show you how to assign a keyboard shortcut or a phrase to them.

## Solution:

### How to assign a keyboard shortcut for special symbols:

1. Switch to the **Insert** tab and click on **Symbol** as shown in Exhibit 1.
2. Click on **More Symbols...** from the menu.
3. A *Symbol* popup window will appear on the screen.
  - a. Select the desired symbol.
  - b. Press the **Shortcut Key...** button shown in Exhibit 2.
  - c. Click on the field shown in Exhibit 4 and press the desired keyboard combination.
  - d. The keyboard shortcut should now appear in the field. If you're happy with your choice, press the Assign button shown in Exhibit 4. The action will have an immediate effect and you'll see the shortcut added to the list on the left.
  - e. Close the current window and the main *Symbol* window.

*An alternative approach would be to assign a phrase to a special symbol that will be automatically replaced by the symbol when the phrase is typed:*

### How to add an Autocorrect replacement phrase to a special symbol:

1. Switch to the **Insert** tab and click on **Symbol** as shown in Exhibit 1.
2. Click on **More Symbols...** from the menu.
3. A *Symbol* popup window will appear on the screen.
  - a. Select the desired symbol.
  - b. Press the **Autocorrect...** button shown in Exhibit 3.
  - c. Enter the phrase to invoke the special symbol in the field shown in Exhibit 5 and press the **Add** button.
  - d. Press **OK** and close the main *Symbol* window.

*Tip: When choosing an autocorrect phrase, there are no restrictions on how this phrase should look like. Therefore you are free to come up with your own Autocorrect style that you find easy to type and remember. I personally use a double semicolon followed by the name of the symbol written in full. Examples: “;;euro”, “;;degree”*

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## Illustration:

Exhibit 1: Insert tab and Symbol button.



Exhibit 2: Shortcut Button.

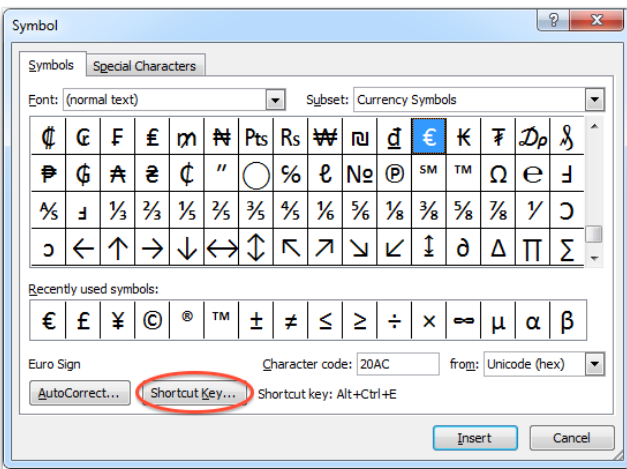


Exhibit 3: AutoCorrect button.

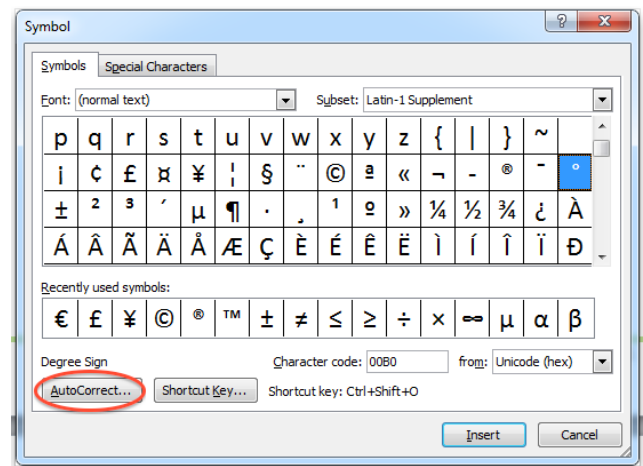


Exhibit 4: Press new shortcut here.

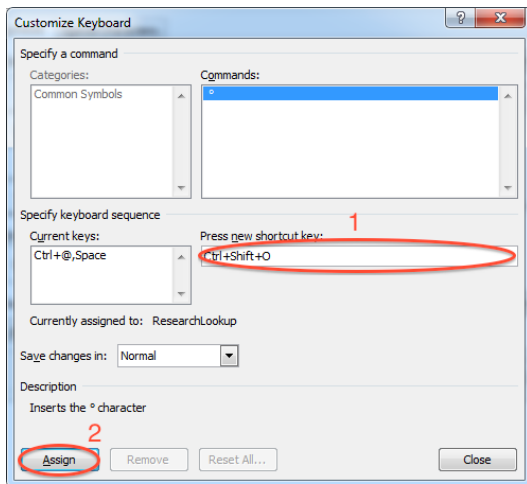


Exhibit 5: AutoCorrect.

