

# Inserting Symbols and Special Characters

When creating documents, you may need to use a symbol or special character that does not appear on the keyboard. These symbols and special characters can be accessed through the *Symbol* dialog box.

## Inserting Symbols

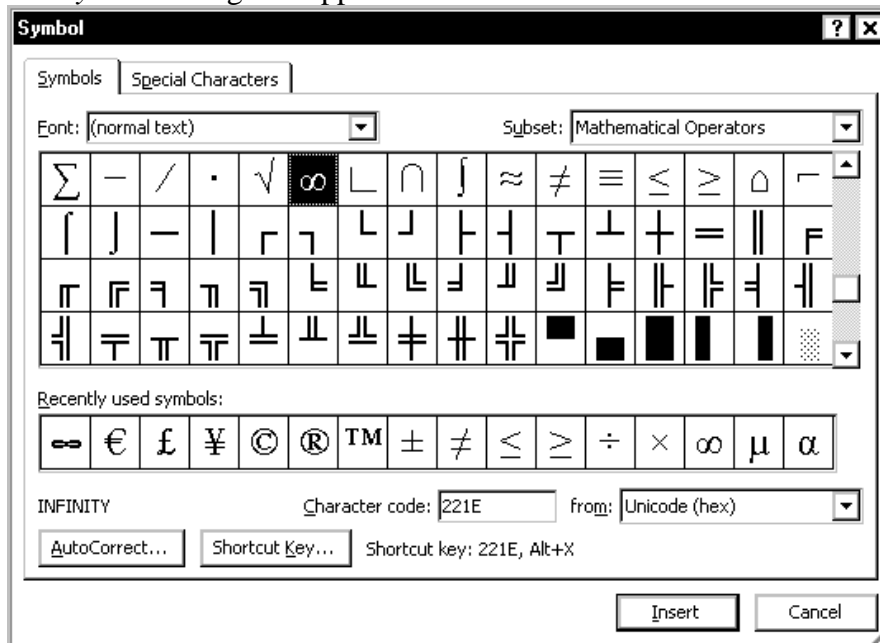
Use the *Symbol* dialog box to locate symbols, characters from other languages, arrows, and other characters. Symbols inserted into documents can then be formatted as regular text. To see a video of these procedures, refer to [video: Inserting Symbols](#).

1. Place the insertion point where the symbol will be inserted
2. From the *Insert* tab, in the *Symbols* group, click **SYMBOL**
3. Select one of the symbol options Word provides

**OR**

Select *More Symbols...*

The *Symbol* dialog box appears.



4. Select the *Symbols* tab
  5. Select the desired symbol
- NOTE: If you do not see the desired symbol, from the *Font* pull-down list, select another font.

