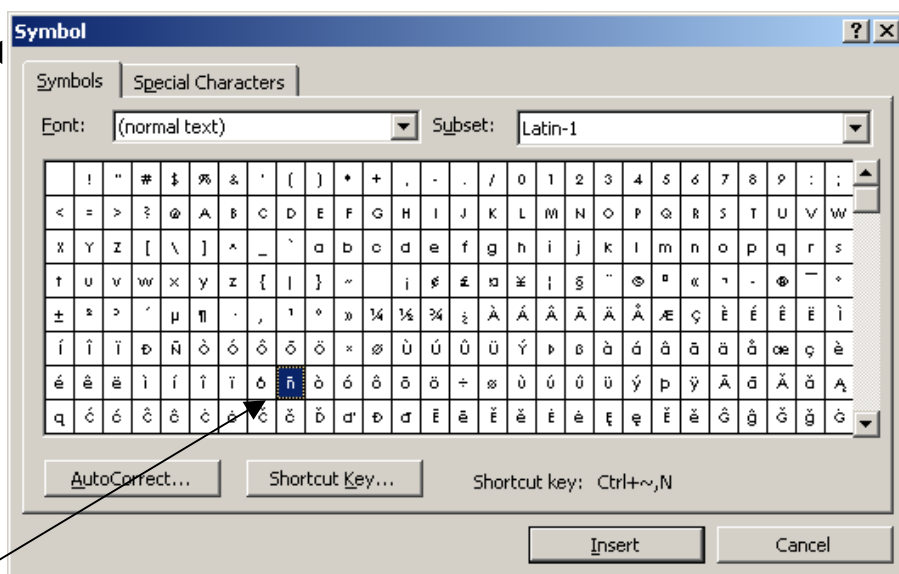


Microsoft Word offers many special characters beyond what is typically available on a keyboard. Basic Arabic letters, ellipses, and symbols such as ™, ®, ©, ♀, plus many others are available through the Insert drop-down menu. Follow the steps below to insert an ñ, and follow the steps on the back to insert a © symbol. Use these steps to find other symbols too.

### Inserting an ñ

**Step 1:** From Microsoft Word's toolbar find the Insert drop-down menu. From that menu select "Symbol".

**Step 2:** Once selected, you should get a dialog box which looks like the one listed below. Notice that the default tab is Symbols which is the desired tab for inserting ñ's.

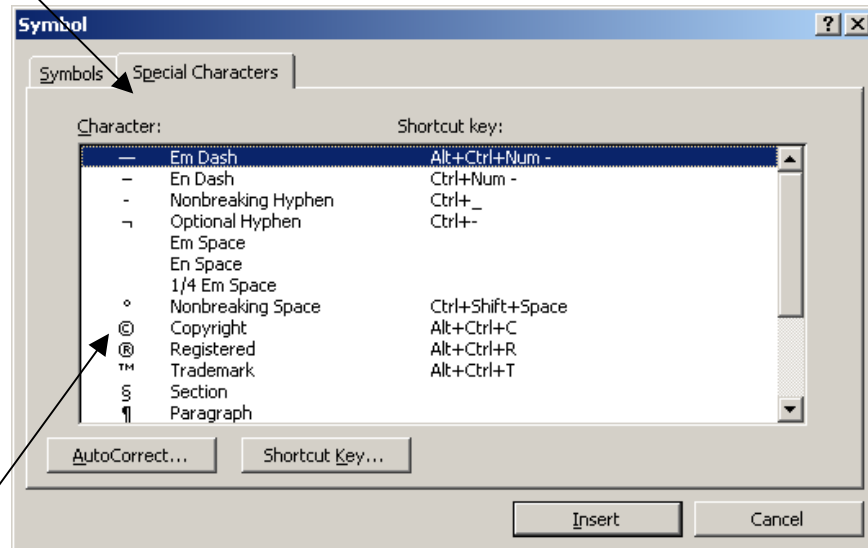


**Step 3:** In that dialog box, look for the ñ and select it. *NOTE: The order and font of the symbols may change, and you may need to scroll to find the symbol you want.* To insert the ñ, click the Insert button (bottom right) which will place the ñ in the document wherever the cursor was placed. Click the Close button to close the dialog box.

## Inserting a © symbol

**Step 1:** Open up Microsoft Word and on your toolbar find the Insert drop-down menu. From that menu, select “Symbol”.

**Step 2:** Once selected, you should get a dialog box. In that dialog box, click on the Special Character tab.



**Step 3:** From that tab, select the © symbol and click the Insert button (bottom right) to place the © in the document wherever your cursor was placed. Click the Close button (bottom right) to close the dialog box.

**By following these two methods, you can insert hundreds of special characters and symbols. Explore the dialog box to find other symbols and special characters such as ¶, ®, ™, é, Ê, ♪, Σ, and many others.**

**If you need help, please ask a librarian. 413-263-6828, ext. 213**