

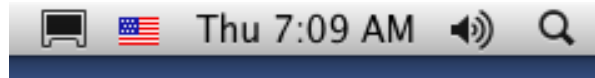
Macintosh Learning Center


--- Shell Weinberg

Laguna Woods Village Community Center, 3rd floor


Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Understanding & using the *Character Viewer*



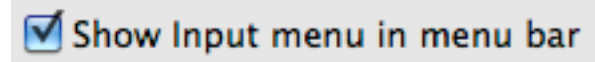
Some of us veteran Mac users may see an **American flag icon** on our Menu bar, or maybe this updated icon...  and, my guess is, many of us don't know how it got there or how to use the unique and special characters offered when opening this item, the **Character Viewer**.

So, today's column will try to give you some understanding about how this feature relates to *word processing* programs. If you have an interest in **advanced WP** you should find this information to be useful.

First thing... the **American flag icon**. If it is showing on the Menu bar it's because you, or some other user, has put it there, knowingly or unknowingly. Note however, the flag icon has been changed to  if you are using OS 10.6 or later.

The path to **add** this icon, or remove it, is:

- 1 click on the **Apple menu**
- 2 single click on **System Preferences**
- 3 single click on **Language & Text**
- 4 single click on **Input Sources** tab
- 5 put check in box to **Show Input menu, etc.**



- 6 to **remove** from bar, click on check mark

The **Language & Text** item allows you to set your Mac to operate using another language. Generally, Mac's bought in the U.S. are default set to use the **English** language.


The **Character Viewer** is a collection of **hundreds** of modified keyboard characters, gathered from your font library and offered in convenient categories, such as: **Punctuation**, **Miscellaneous Symbols**, **Arrows**, **Crosses**, etc., that can be set into your WP documents.

I'll show two ways to bring a character into your word processing doc. I believe that once opened, the Character Viewer will impress you with the variety of characters offered.

Now, how do you use the **Character Viewer**? You must have an open document (I am using *Pages* for this demo) and be typing some text, such as: *Point to the right side...*


Path to **add an Arrow character** to the text:

- 1 click on the **Viewer icon** on the Menu bar
- 2 click on **Show Character Viewer**
- 3 **View** should be **All Characters**
- 4 click on the tab **By Category** to highlight it
- 5 sidebar, click small arrow next to **Symbols**
- 6 click on **Arrows** category, shows **Arrows**
- 7 double click on any **Arrow image**
- 8 image sets next to text at **Insertion Point**

Point to the right side... 

Notice: 1. the image sets high on alignment, 2. size is same point size of text. To better control this, I suggest using another option.

Follow the above path thru Step 6... then hold down **command shift control**, press 4. The pointer is now a crosshair, push mouse button down and drag across your **image choice**, release mouse button.

Return to your open document, press/hold **command key**, and click once with pointer in margin area (*this removes Insertion Point*), then **paste**. Find pasted **image with handles**, drop **Arrange** menu, select **Send Objects to Background**. Now drag arrow image into  position. Then drag a handle to change size.

