

Inserting Special Characters

Special characters not found on your keyboard may be copied and pasted from the Windows Character Map. How you bring up the Character Map depends on whether you are accessing Protege from your local desktop, or through Remote Apps.

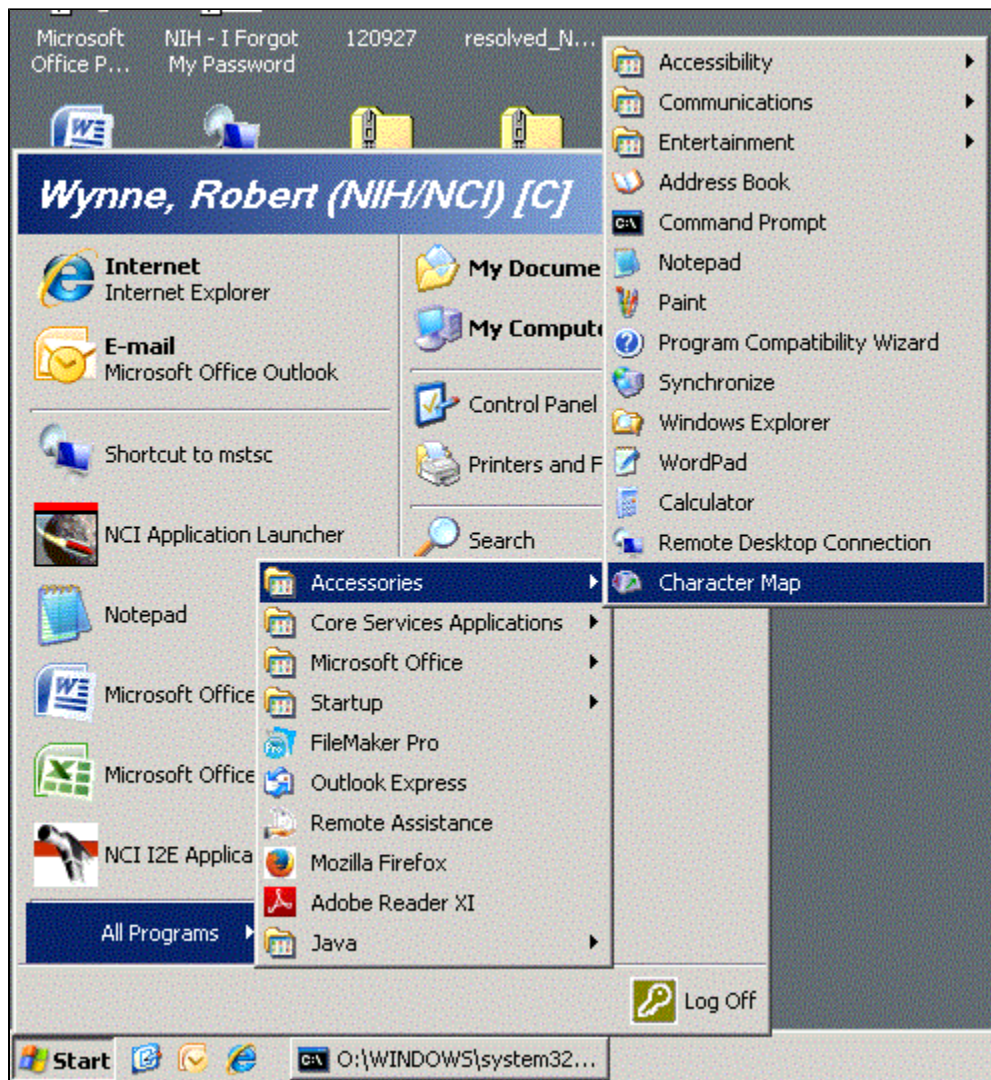
1) If from your local:

- a) Select the Windows (or Start) button from your taskbar, and **search for "character map"** (in bottom text box)
- b) **Open** the Character Map

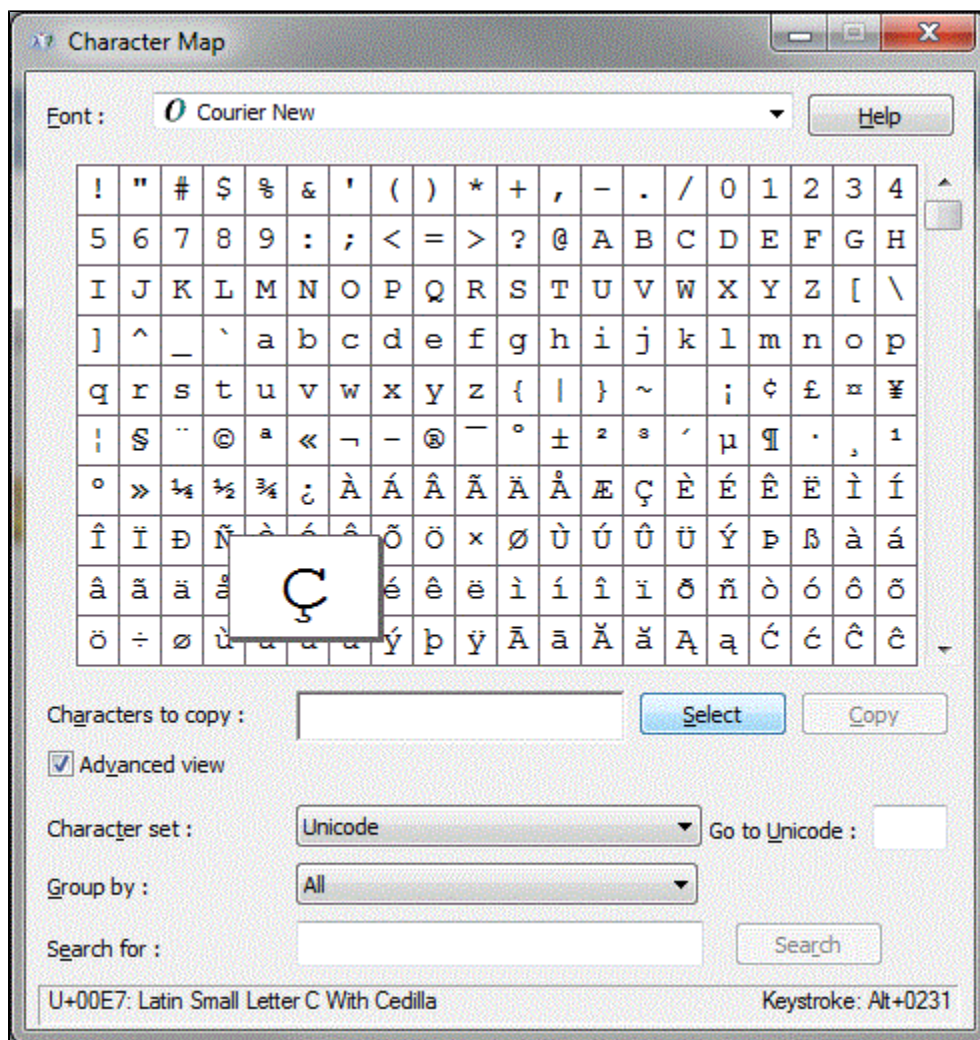
or

If on Remote Apps:

- a) Select the Start button, navigate to All Programs->Accessories->**Choose Character Map**



- 2) The 'Advanced view' check box **should be selected**, and the 'Character set' should be set to **Unicode**
- 3) **Find a font** that has your special character (Courier New is a good selection)
- 4) Scroll to find your character, click the character, and then click **Select**
- 5) Click the **Copy** button. Your special character is now in the clipboard.



6) **Paste** your character from the clipboard into your Protege client (**Ctrl+V**).

