

Adding Special Characters to Text

Reference Number: **KB-00069**

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The information in this article applies to:



QUESTION

How can I place special characters in my text, such as the degrees (°) symbol?

ANSWER

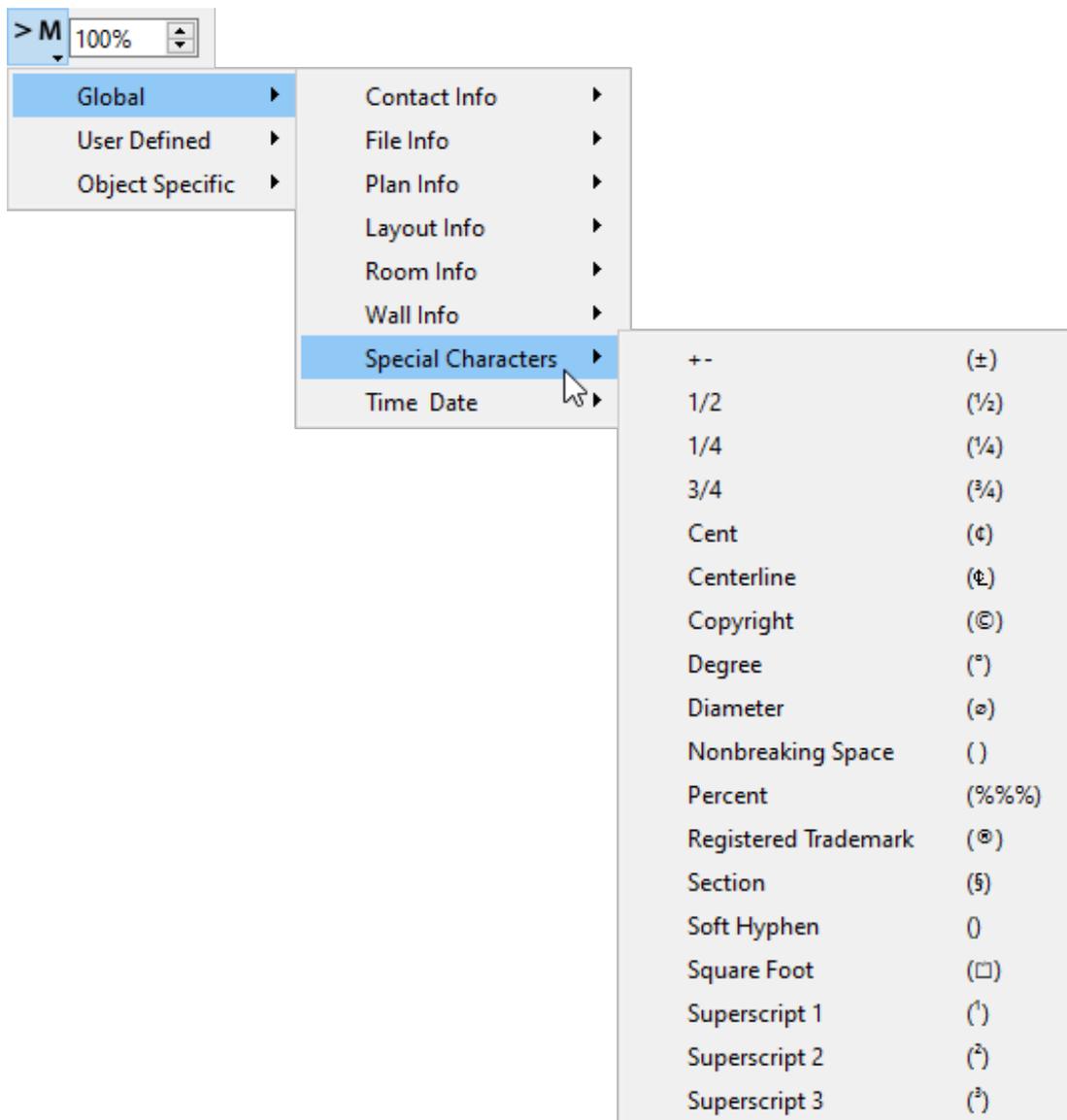
There are several ways to add special characters to your text. In this article we will cover a few of them.

To insert special characters in Chief Architect

1. Select **CAD> Text> Rich Text**  from the menu.

Special characters can also be added to standard text.

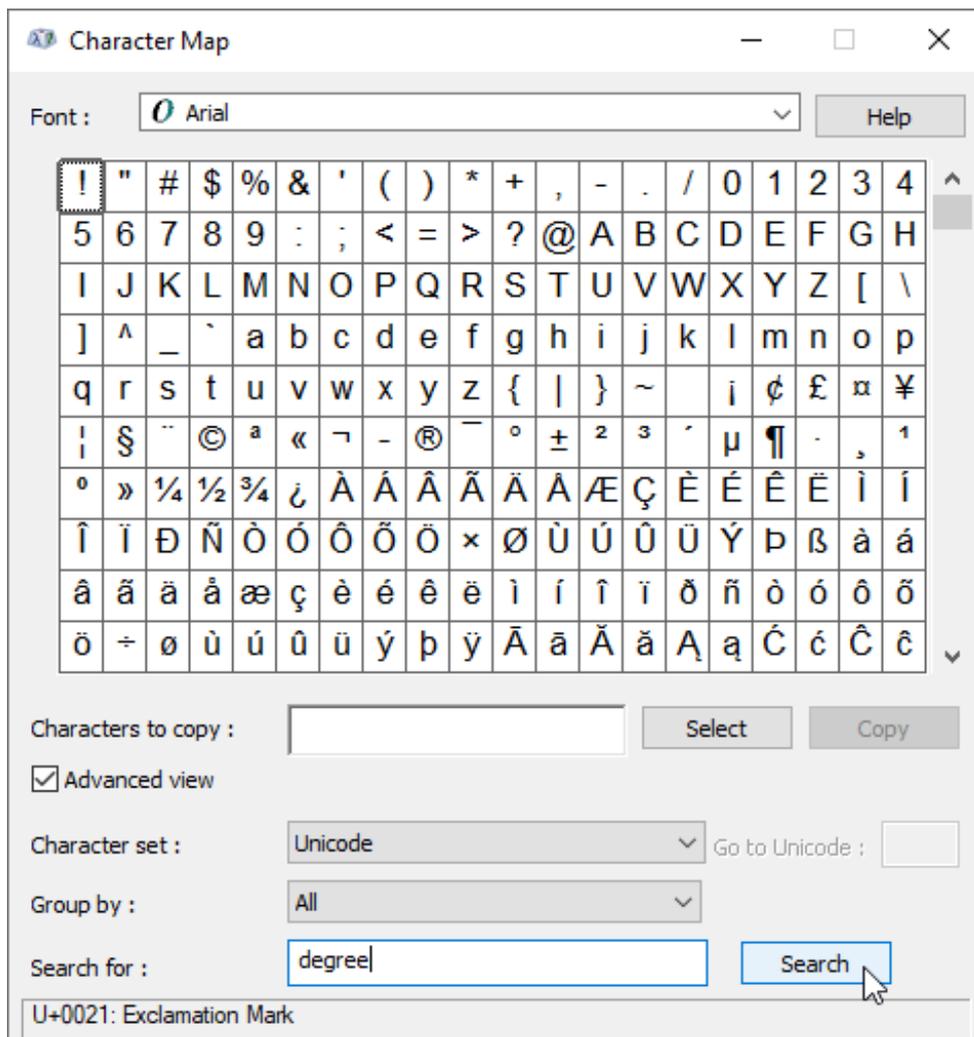
2. Click anywhere in your plan to place the text object and open the **Rich Text Specification** dialog.
3. In the **Rich Text Specification** dialog, click the **Insert Macro** **>M** button.
4. Select **Global > Special Characters** to expose a list of special characters available for insert.



5. Select a character to insert it at your cursor's current position.

To insert special characters with the Windows Character Map

1. On the keyboard, press **Windows Key**  + **R** to open the **Run** dialog.
2. Type in `charmap` and click **OK** to open the Character Map.
3. Check the box next to **Advanced view**, type the name of the character you want to use in the **Search for** field, then click **Search**.



4. Click on the character that you want to use, then click the **Select** button.
5. Click the **Copy** button to copy the character, then **Paste** it into your desired text object.

Note: Symbols and text can be easily pasted into Chief Architect by pressing Ctrl+V on a Windows-based machine.

To insert special characters with the Character Viewer on macOS

1. In a Chief Architect plan or layout file, **Open**  the text object that you would like to add a special character to.
2. Navigate to **Edit > Emoji & Symbols** to open the Character Viewer.

The Character Viewer can also be opened by pressing fn+E or Control+Command+Space bar on the keyboard.

3. Click on the **Expand/Collapse**  button located in the top right corner to expand the Character Viewer.
4. Use the **Search** field or browse the various categories to locate the character that you would like to use.



5. Double-click on a character to insert it into the text object.

Related Articles

- [Adjusting the Font Size of Text \(/support/article/KB-00183/adjusting-the-font-size-of-text.html\)](/support/article/KB-00183/adjusting-the-font-size-of-text.html)
- [Creating a Text Based Table or Legend \(/support/article/KB-00042/creating-a-text-based-table-or-legend.html\)](/support/article/KB-00042/creating-a-text-based-table-or-legend.html)



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