Adding Special Characters to Text

The information in this article applies to:

![Premier Interiors](image)

**QUESTION**

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

**ANSWER**

There are several ways to add special characters into 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.

2. Click anywhere in your plan to place the text object and open the **Rich Text Specification** dialog.

You can also do this with the standard text tool, you don't need to use
3. From the Rich Text Specification dialog, click the Insert Macro button.

4. Select Global> Special Characters to expose a list of special characters available for insert.

The character will insert 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**.

3. Check the box next to **Advanced view**.

4. In the **Search for** field, type the name of the character you are looking for.

5. Click on the character you want to use and then click the **Select** button.

6. Click the **Copy** button to copy the character and then paste it wherever you want to use it.

To insert special characters with the Character Viewer on macOS

1. From the menu, select **Apple > System Preferences**.
2. From **System Preferences** select **Keyboard**.

3. On the **Keyboard** panel, put a check in the box next to **Show keyboard and emoji viewers in menu bar** then close the **System Preferences** window.

4. To access the **Character Viewer**, click the **Keyboard** button on the menu bar and select **Show Emoji & Symbols**.

5. Type the name of the character you are looking for into the search field.

6. Once you find the character, double-click it to insert it into the open document, or text specification dialog.
<table>
<thead>
<tr>
<th>Character</th>
<th>Unicode Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>square foot</td>
<td>SQUARE FOOT</td>
</tr>
<tr>
<td></td>
<td>Add to Favorites</td>
</tr>
</tbody>
</table>