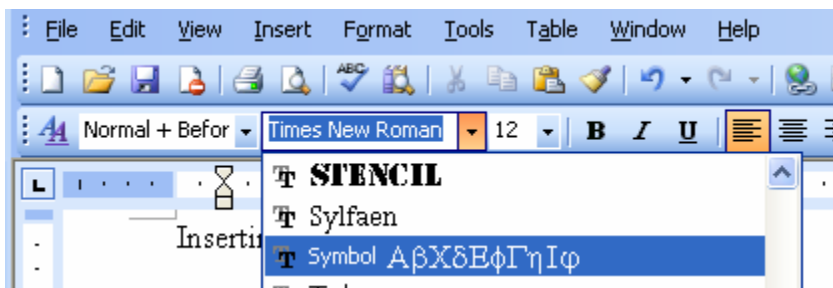


Inserting different language characters

Option 1 is for Greek characters. Options 2 and 4 are for all languages using different characters. Option 3 is for Greek characters and other symbols.

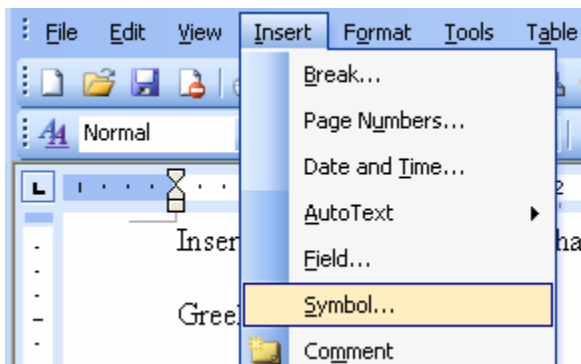
1. Using symbol font

- 1) Type **English** letter in Word, e.g. a for α
- 2) **Highlight** letter
- 3) **Select Symbol font** on font selection drop down box on Formatting toolbar

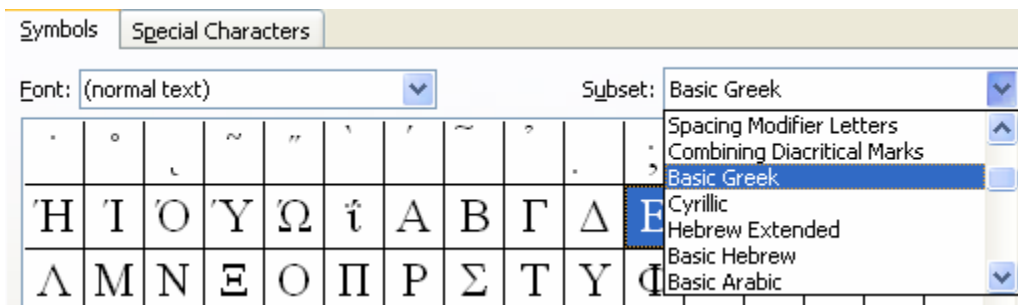


2. Using Insert Symbol

- 1) Go to **Insert/Symbol...**



- 2) **Select Basic Greek** from the **Subset** drop down field.



- 3) **Select character**
- 4) Click **Insert**

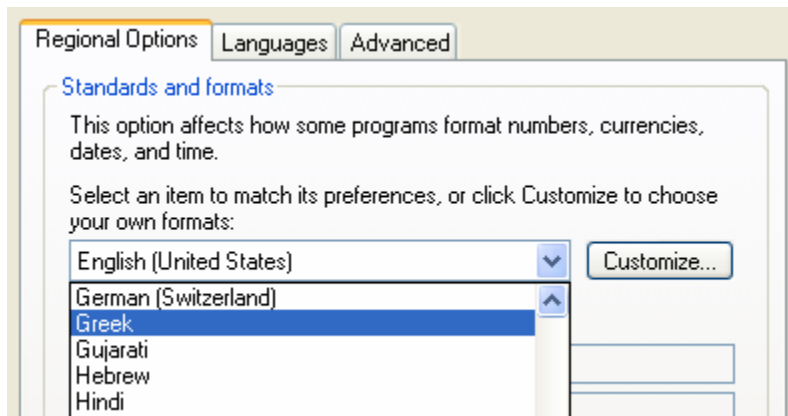
3. Using ASCII code

- 1) Make sure Num Lock is on
- 2) Press “Alt” key and hold down
- 3) Type code using numeric keypad
- 4) Release “Alt”

See page 3 for code

4. Using Regional and Language Options

- 1) Go to Start/My Computer
- 2) Go to Other Places/Control Panel
- 3) Double click Regional and Language Options
- 4) Select “Greek” from language drop down field



Attention: Changing Regional and Language Options will affect how programs format currencies, time, dates and numbers. After finishing, change Regional and Language Options back to “English (United States)”.