

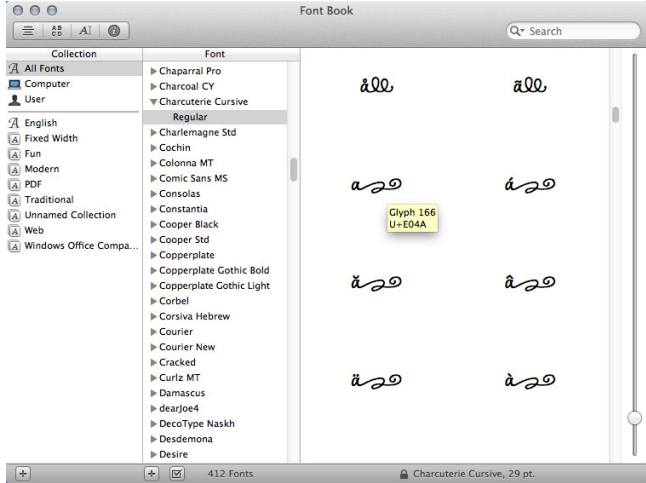
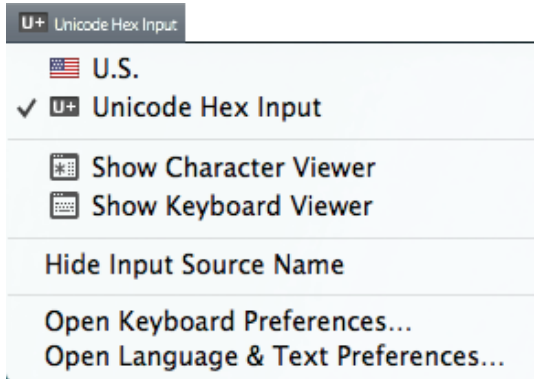
1. In the application, select the font you want to use from the menu

2. In System Preferences, go to Language & Text. Click on the Input Sources tab. Check **Keyboard & Character Viewer** and **Unicode Hex Input**.

After this step, a flag icon will appear in the upper right corner of your menu bar.



3. In the menu bar, select **Unicode Hex Input**

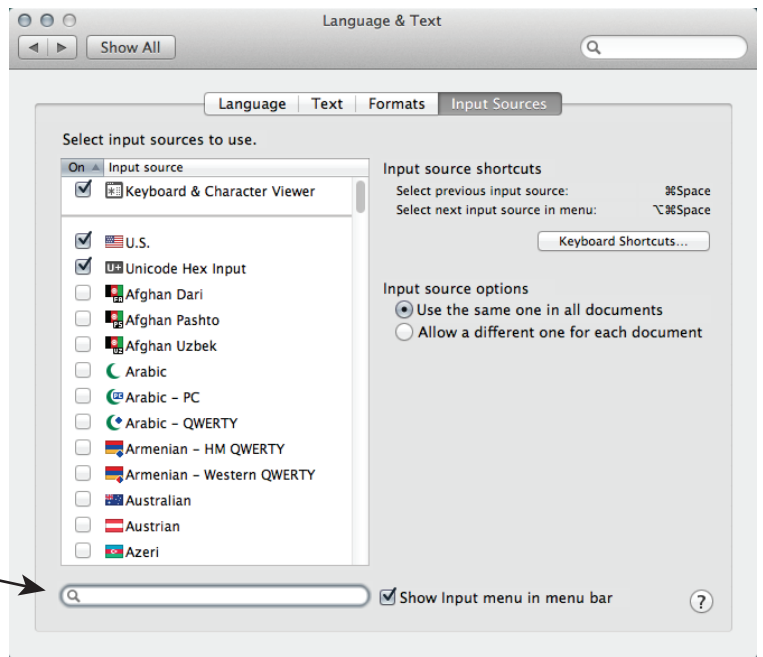


4. Launch the Font Book application, select the font, Go to **Preview** and select **Repertoire**. This will show you the contents of the font. The round button on the right adjusts the size of the preview.

Scroll through the assortment of glyphs and find the glyph you wish to use. Hover over the glyph and it will show a Unicode value. Make a note of the last four characters. You will need this for the next step

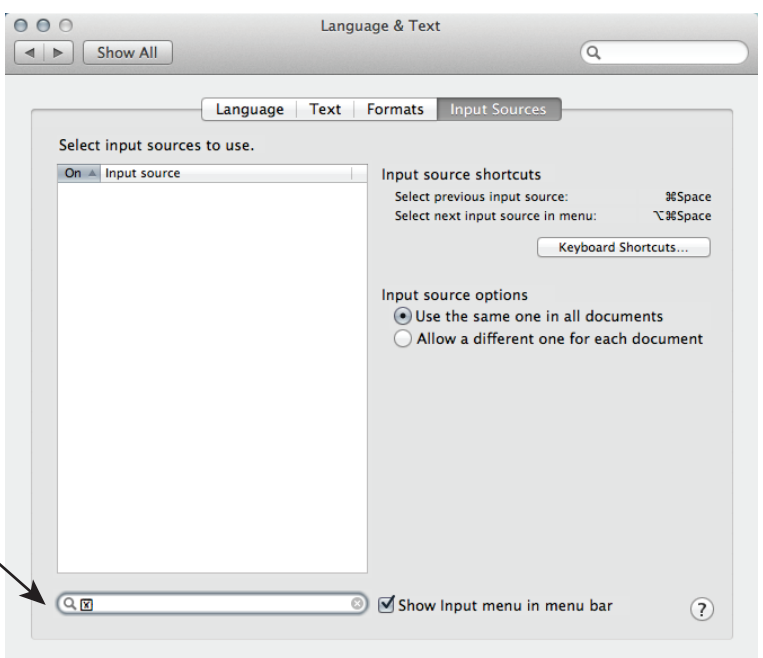
5. Return to the Language & Text/Input Sources tab in the System Preferences pane. In the bottom text field hold down the OPTION key while typing in the last four characters of the Unicode value (ie; E04A)


*NOTE: the numbers/letters won't appear in the box as you're typing*



6. After you've entered the Unicode value, a symbol will appear in the text field. Select and copy it.

Return to your document and choose paste from the menu and the glyph will appear!



**Troubleshooting Tip:** When pasting the symbol into your document, if this box appears , double check that you have the correct font selected in the font menu, then paste again!