STEP ONE: Select font

STEP TWO: select Charmap from Font menu

STEP THREE: in Unicode Subranges, select Private Use Area

STEP FOUR: find and click on the glyph you want to use

STEP FIVE: click Select button

STEP SIX: select/highlight glyph with cursor, then click Copy button

STEP SEVEN: go to your document, draw a text box and from the font menu, select the same font you copied the glyph from in NexusFont and paste into the text box