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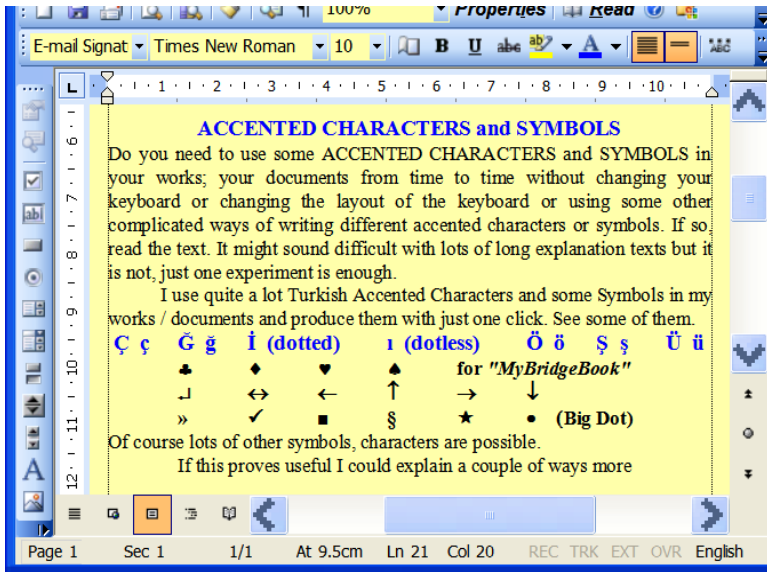
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I prepared the article below about "How to create Symbols and Accented Characters" for U3A Devizes Internet Site



If you use some symbols and accented characters frequently you might get frustrated and fed up having to go into INSERT MENU, then into the FONT SET where you can find the letter or symbol you want to use, clicking / selecting it, then pasting it into the document then continue your work. But a few moments later when you have to use the same one again or a different one you have to repeat all these steps again and again. It becomes a tedious job if you need lots of characters and symbols to write.

I use my Computer for English and Turkish 50-50 on the same keyboard and without changing its English layout into Turkish Layout or using some other complicated ways of writing different accented characters or symbols.

A few Turkish Accented Characters are not available on the English Language and Keyboard Layout. In a long Turkish document you might need hundreds of them. So, I needed a simple, easy, short solution and decided to test MACRO facility of WORD for this purpose. The clever program worked perfectly and I have been using Shortcut keys for Turkish Accented characters created by MACRO using ASCII codes of the characters for more than 10 years.

Before WINDOWS and MS WORD programs were introduced, even finding a Font Set with some foreign accented characters in it was very difficult and using just DOS we had to write every single command manually on a black screen. Then BATCH files helped a lot which can be just for one command or a compilation of DOS commands following each other in one specific file of .BAT. When you run this file it executes all commands just after each other one by one behind the screens and produces the result on the screen.

When in time technology and programs improved enormously facilities increased a lot. Now, you can

find **FONT SETS** containing accented characters and symbols for more than hundred languages and Operating Systems can manage lots of languages. But you still have to make some changes on default settings for different languages.

Now, I will try to explain a bit detailed and in a foreigner's simple language how I produce Turkish Accented Characters and some Symbols so that understanding could be easier. Because of that it might be a little long, sorry about that.

If this subject and method raises some interest, provides some help to some people and we receive demand I could explain some other ways for the same purpose. Some people might prefer and find easier this way or the other way. In fact they might be easier on finding codes if you know how to use the key elements. But I thought you should see and experiment this first. Here I wanted to point out how we started at first and then where we came to then where we can go further.

I am using MICROSOFT WORD 2003 at the moment, but I used 95, 98, 2000 versions before. I believe the newer versions can still use the same feature with possibly some new additions.

I use TIMES NEW ROMAN as my main FONT for most of my works / documents (yours might be a different one of course), but for some Characters and Symbols you have to use other Font and Character Sets.

These are the ACCENTED CHARACTERS I produce with just one click. :
Ç ç; Ğ ğ; İ (dotted); ı (dotless); Ö ö; Ş ş; Ü ü

For example after creating MACROS when I press :

CTRL+C makes ç ; CTRL+SHIFT+C makes Ç
CTRL+O makes ö ; CTRL+SHIFT+O makes Ö and so on.

Using CTRL together with the original letter. For ex. ç (= TNR/U or WT : ALT+0231)

Abbreviations I used :

*TNR = Times New Roman U = Unicode WW = Windows Western
DWE = Dos Western Europe WT = Windows Turkish
ASCII codes = created by "American Standard Code for Information Interchange"
ANSI codes = created by "American National Standards Institute"*

**I used Symbols of ♣ (Symbol : Alt+0167), ♦ (Symbol : Alt+0168), ♥ (Symbol : Alt+0169),
♠ (Symbol : Alt+0170) for "MyBridgeBook"**

And prepared some others as well which I use from time to time. Such as :

**↕ (Symbol : Alt+0191) ↔ (Symbol : Alt+0171) ← (Symbol : Alt+0172)
↑ (Symbol : Alt+0173) → (Symbol : Alt+0174) ↓ (Symbol : Alt+0175)
» (TNR/U : Alt+0187) ✓ (Windings : Alt+0252)
■ (TNR/U : Alt+254) ● Big Dot (Symbol : Alt+0183)
§ (TNR/U : Alt+167) ★ (Windings : Alt+0171)**

Of course lots of other symbols, characters are possible and Unicode provides more chances than before.

Formatted: Font: Bold, English (U.K.)

1- Launch CHARACTER MAP

2- Choose your main Font you will use; for ex. "TIMES NEW ROMAN" in the FONT field / window at the top. Then choose / search "CHARACTER SET" to be used in its window below, for ex. "UNICODE or DOS WESTERN EUROPE" which will have the character or symbol and its ASCII code that you will create macro shortcut for it. If you can't find particular character or symbol in that FONT and CHARACTER SET try other sets in the dropdown menu of Character Set's Window. Let's take French É and é as examples.

■ But if you can't find them in any of the Character Set options you have to change your MAIN FONT into another Font which will have the character or symbol you look for (for ex.

SYMBOL or WINDINGS). With it in the window you will follow the same route below like others but with the new FONT name in the document's window as your main Font as well

If you still can't find ASCII codes you will have to look a **FONT PROGRAM** which has CHARACTER MAP table and it shows ASCII Codes for every Character and Symbol.

I give the names of three good FONT PROGRAMS at the end of article.

- Another point to note is that sometimes these tables will omit the first 0 (zero). For ex. they might write 174 instead of 0174 just to be able to fit in a table cell. But there are some codes without 0 (zero) as well. So, some times it might be a "try and see / find out" case.

3- TIMES NEW ROMAN still in the Font window click **é**, our sample, make note its ASCII keystroke – bottom right-hand corner (Alt+0233) and **É** (ALT+0201)

4- Start MACRO : **TOOLS / MACRO / RECORD A NEW MACRO**

5- Give it a name.No blank or punctuation-Just one word.

- Store Macro in "**All Documents (Normal.dot)** –don't change it.
- If you like write your own Description to remember what you did and how.
- Assign Macro to / tick "**Keyboard**" / Click OK

6- **Customise Keyboard** (Shortcut assignment) window comes

7- In "**Press New Short Cut key**" window write keyboard letter you want to use (together with holding down **CTRL or ALT or ALTGR** whichever you prefer). I prefer using CTRL key (just under your little finger easy to find and hold down) with the Original letter – For ex. **CTRL+e** (for capital add SHIFT) / (When you write CTRL+e, WORD shows what this Macro was used originally –if any-, it will be changed to new assignment – if you don't want to loose old macro choose another letter) / Save in : **Normal.dot** / Assign / Close

RECORD icon appears on Desktop. From now on whatever you do will be recorded –be carefull.

8- Press **NUMLOCK / hold ALT / write 0233** on numeric keypad. **é** will appear where the pointer was / Release ALT / Unlock "Numlock". Then you will stop recording BUT :

If you used a different FONT for ex SYMBOL during this process rather than your usual Font; as in our sample TIMES NEW ROMAN; you have to change it now back to your usual main FONT TNR before stopping recording so that Font window will change to your main font and this action will be recorded as well. Otherwise; if you don't do this, whatever you write lateron in your text / work after the inserted symbol will be the continuation of that FONT (ex: Symbol) not your main Font (ex: TNR).

9- Stop recording : Press floating **RECORD icon's "StopRecording"** symbol or go to Tools Menu / Macro / Stop Recording

10- When closing, WORD asks to save MACRO in NORMAL.DOT / say YES

11- Use new Macro / If something goes wrong DELETE the Macro you have created. Go to : "ToolsMenu / Macro / Macro" / It produces MACROs list / find the wrong one, DELETE it. / Compose a new one carefully.

If the FONT SETS you were using don't show ASCII codes there are quite good and detailed free FONT PROGRAMS you could try to find out the ASCII codes from their Font lists' CHARACTER MAP.

- **Cfont Pro** : Free, Good program with Character Map and all ASCII codes. (<http://www.cfontpro.com/download.php>)
- **Font Explorer**. Free. Good Program includes Character Map and all ASCII codes. (<http://www.moonsoftware.com/>)
- **X-Fonter** : Font Viewer, Font Manager. Good program with several features including Character Map and all ASCII codes. There is Free Trial. (<http://www.blacksunsoftware.com/>).

I have written some ASCII codes at the beginning which I have been using.

Just for the interest :

You don't need to create MACROs for the Accented Characters and Symbols below. If you use AltGr button together with the Character shown they will be presented; they are built in.

Á (AltGr+Shift+A) -- á (AltGr+A) and so on -- É é -- Í í -- Ó ó -- Ú ú

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