TUESDAY TIPS

## TECHNOLOGY IN ACTION

Special Characters

Special Characters is a feature on your MacBook Pro that gives you access to hundreds of useful, interesting, and just plain cute characters. ❦ To access Special Characters, go to Edit on your MacBook Pro menu.
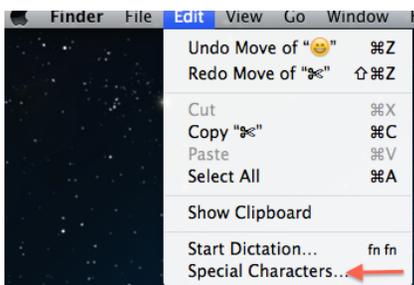
Click on Special Characters at the bottom of the menu. A list of Special Characters will appear. Select a list and find a character you

want to use. ♛ ☺ ❈ ≈
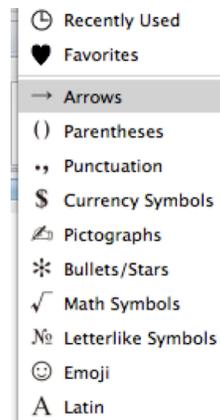
Place your cursor where you want the character. Double click on the character and it will appear in your document. Emoji characters will only work in e-documents like email, Google docs, and My Big Campus documents. All the other characters will work in e-documents, Open Office, and Microsoft Word.

The Flag = Input

The U.S. flag at the top right-hand side of your computer screen is the Input icon. When you click on this icon you will see the language/country, Show Character Viewer and Show Keyboard Viewer.
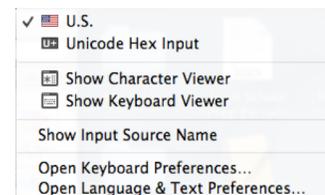

Show Character Viewer shows the Special Characters that are in the Edit menu. Show Keyboard Viewer allows you to see your regular keyboard and the hidden keyboards accessed with the option key and option + shift.

Real Fractions

Making fractions to look like ⅔ instead of 2/3, isn't as easy as holding down a combination of keys, but it's not difficult either. Just launch System Preferences, select the Language & Text preference, and then the Input Sources tab. Enable the Keyboard & Character Viewer option. While you're there, make sure the Show Input Menu in Menu Bar option at the bottom of the window is also selected. Close the window.

When you're in a document where you wish to insert a "real" fraction rather than something like 1/2, choose Show Character Viewer from the Input icon in the menu bar (the menu icon represented by the U.S. flag).

In the Search field at the top right of the resulting Characters window, type out the name of the fraction you're looking for—*half, quarter,* or *eighth,* for example. A list will appear that features all entries that match your query. For example, if you type "eighth" you will see ⅛, ⅜, ⅝, and ⅞. To insert one, just double-click on it. It will appear in your document where your cursor resided. I hope this makes your life is "fractionally" better!
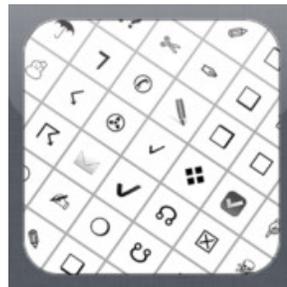
APPS WITH CHARACTER!

Emoji 2 Emoticons

Emoji 2 Emoticons allow you to add art flavor to your Notes and easily decorate your Text Messages and Emails. Picture text art has fun-filled categories with 1000's of Cool Pics from which to choose. Animated Emoticons are entertaining, crazy, adorable, witty, humorous and lovable.

Characters and Symbols Lite

Characters and Symbols Lite adds plenty of fun characters that can be sent to your friends. The app has over 500 unique new symbols that are not standard on the iPhone and iPad. They have also added Emoji and ascii. It's easy to copy the characters to your clipboard or share as text message, e-mail etc…

Special Characters Free

Special Characters includes more than 200 smilies characters, number symbols, mathematical symbols, unit symbols, punctuation marks, special Chinese characters, currency signs, Japanese symbols, lower/upper case Greek letters, Russian symbols and many more. You can easily enter these characters, switch to the system keyboard to edit your text, send text including *Special Characters* via Text messages or Mail, and also Share the content to Facebook and Twitter.