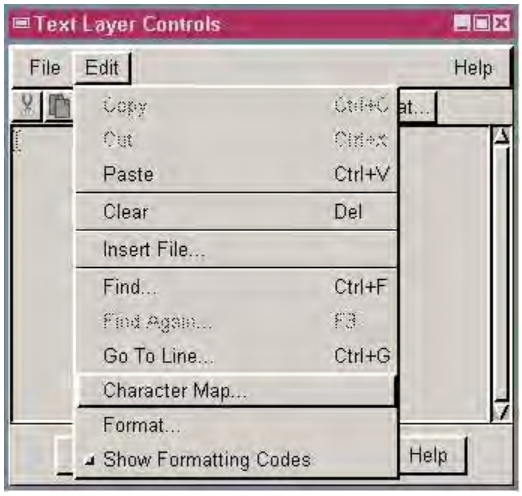
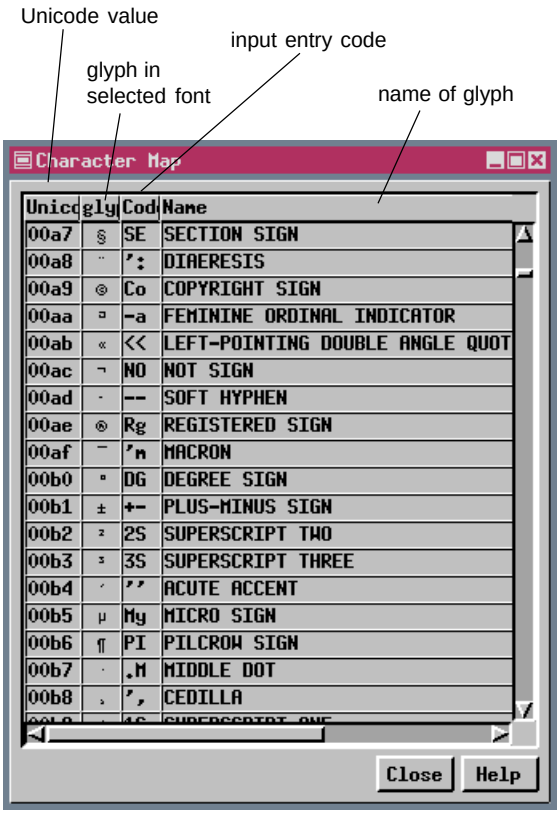
Inserting Special Characters

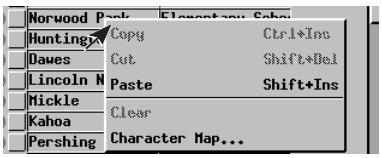
The Character Map window is available wherever you enter text whether WYSIWYG or not, which means the Query Editor and Text File Editor as well as text layers and legends, have this feature. The Character Map window, which is opened from the Edit menu or the right mouse button menu over a text field in whatever window you are entering text, provides the Unicode value and other information for all characters with input entry codes and can be used to insert any character shown. Double clicking on any column will insert the glyph from that row at the current cursor position.





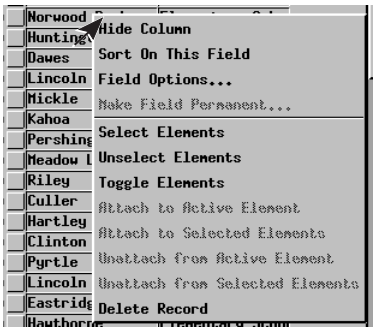
You can leave the character map window open as you type and use it to insert characters as needed. If there are a few glyphs you use routinely, you may want to learn their input entry codes, so you do not have to repeatedly find them in the Character Map. To use the input code rather than double-clicking on the desired character's row, press <F2>, then type the code followed by another <F2> or a space at which point the indicated glyph will appear in your text block.

You can also access the Character Map window while entering text in database fields. The entries on the right mouse button menu over a field depend on whether the text cursor has been positioned in the field. After clicking on a field to position the text cursor, the right mouse button menu choices are related to editing the contents of the field and provide access to the Character Map. When the text cursor is not positioned in a field, the right mouse button menu choices are related to properties of the field as a whole (hide, sort, and so on) or to selecting elements or attaching records to elements. The Character Map window is only available from the Edit menu after the cursor is placed in a field.



right mouse button menu with text cursor in field

right mouse button menu when text cursor is not placed



Your selected interface font is used for the text in database fields. If special characters you require are not found in this font, the second column of the Character Map window will be blank or may show a character assigned as undefined, usually a box (TrueType fonts). You can readily change fonts and examine their character maps in the Spatial Data Display process, then change your interface font to one that better suits your usage. Examples of glyphs inserted by selection from the Character Map window are shown below both in the Text Layer Controls and as they appear in the layout.

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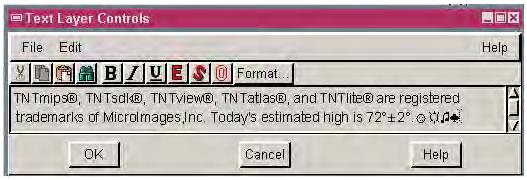
screen capture from layout