



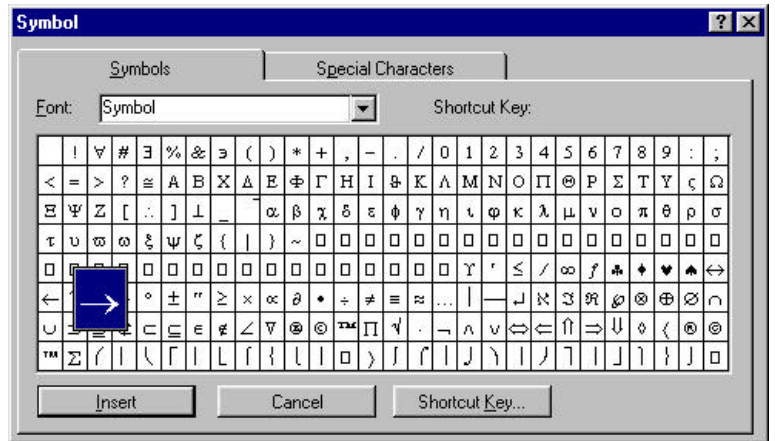
# Placing Arrows on Printouts

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To place an arrow on a TOPS printout involves taking advantage of a little known keyboard trick...using the <alt> key and the numeric keypad to generate keystrokes that aren't normally available. Using this method has an advantage over using BMPs, they have transparent backgrounds and won't obliterate what you place them on.

Most fonts have more symbols than the normal 26 letters, 10 numbers, and punctuation. A font often includes arrows, trademark symbols, accented characters, etc. In most word processors you activate this feature by using its *Insert Symbol* feature and choosing from a selection. In Microsoft Word you are also permitted to choose which fonts symbols you want to use.

TOPS doesn't yet have an insert symbol feature so you have to fake it using the <alt> keypad. If you choose Word's *Insert/Symbol* feature you are shown a dialog box like the one on the right. If you highlight a symbol (such as the right arrow →) a number appears on the status bar (such as 174); that number is ASCII code of that symbol for that font.



If you perform the following steps you can insert this character into most programs even if they do not have an insert symbol feature. In TOPS you will want to go to the Print Preview Screen and zoom in. Then Click on the screen to insert text.

1. Make sure the keyboard's Num Lock light is ON.
1. Change to the font you want to use. (i.e. probably the font Symbol, or Wingdings. If you just want accented letters the current font will often suffice.)
2. Hold down the a <ALT> key on the keyboard.
3. While holding down the <ALT> key, type the ASCII number of the symbol you want with a 0 (zero) in front. (i.e. type 0172).
4. Now let go of the <ALT> key. The chosen symbol should appear. It may be necessary to adjust the font size to increase legibility.

## Some common ASCII CODES

Symbol Font		Wingdings Font	
0171 ↔	0219 ⇔	0223 ←	0231 ↩
0172 ←	0220 ⇐	0224 →	0232 ➔
0173 ↑	0221 ⇑	0225 ↑	0233 ↗
0174 →	0222 ⇒	0226 ↓	0234 ↘
0175 ↓	0223 ⇓	0227 ↖	0235 ↙
0176 °	0226 ®	0228 ↗	0236 ↘
	0227 ©	0229 ↘	0237 ↙
	0228 ™	0230 ↙	0238 ↘