Inserting different language characters

Option 1 is for Greek characters. Options 2 and 4 are for all languages using different characters. Option 3 is for Greek characters and other symbols.

1. Using symbol font

1) Type English letter in Word, e.g. a for α
2) Highlight letter
3) Select Symbol font on font selection drop down box on Formatting toolbar

2. Using Insert Symbol

1) Go to Insert/Symbol…
2) Select Basic Greek from the Subset drop down field.
3) **Select character**
   4) Click **Insert**

### 3. Using ASCII code

1) Make sure Num Lock is on
2) Press “Alt” key and hold down
3) Type code using numeric keypad
4) Release “Alt”

See page 3 for code

### 4. Using Regional and Language Options

1) Go to Start/My Computer
2) Go to Other Places/Control Panel
3) Double click Regional and Language Options
4) Select “Greek” from language drop down field

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**Attention:** Changing Regional and Language Options will affect how programs format currencies, time, dates and numbers. After finishing, change Regional and Language Options back to “English (United States)”. 