


































Word (and PowerPoint): How to Obtain Unicode Characters

I was writing a manual and needed a  character to describe file security. I didn't want a GRAPHIC IMAGE – that would have been bigger than my texts and, frankly, cumbersome.

Well, there are many special characters that can be obtained – not through Wingdings (although that is one way to obtain special characters) – but using the UNICODE method.

First, you need to know the Unicode for the symbol/character, you want. Here are some fun ones:

SYMBOL	UNICODE CHARACTER	SYMBOL	UNICODE CHARACTER	SYMBOL	UNICODE CHARACTER
 (LOCK)	1F512	 (FLORAL HEART)	2766	 (PEACE)	262E
 (BLACK STAR)	2605	 (WHITE STAR)	2606	 (STAR)	2B50
 (SKULL & CROSSBONES)	2620	 (PIANO KEYBOARD)	1F3B9	 (GUITAR)	1F3B8
 (SMILEY EMOJI)	1F600	 (SMILEY WITH HORNS)	1F608	 (THUMBS UP)	1F44D
 (HEART)	2764	 (PUSH PIN)	1F4CC	 (CHRISTMAS TREE)	1F384
 (ACE OF SPADES)	1FOA1	 (UMBRELLA)	2614	 (TELEPHONE)	1F57F
 (DO NOT ENTER)	26D4	 (WHEELCHAIR SYMBOL)	267F	 (TRAFFIC LIGHTS)	1F6A6
 (NO SMOKING)	1F6AD	 (RECYCLE SYMBOL)	2672	 (HOURGLASS)	231B
 (KEYBOARD)	2328	 (KEY)	1F511	 (EYE)	1F441
 (ALARM CLOCK)	23F0	 (FLEUR-DE-LIS)	269C	 (PHONE ICON)	2706

How do you get these symbols into your document?

1. Type the Unicode character.
2. While the cursor is still touching the last character – press [ALT] X
3. That's it.