

## Typing Symbol Fonts in MS-Documents

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The following is excerpted from *Felix Just, S.J., Ph.D., "Using Greek Characters in Microsoft Word Documents & Viewing Greek Letters in Netscape Navigator/Communicator"*

<http://catholic-resources.org/Bible/GreekSymbols.htm>

**To type Greek letters or words in MS documents, use either of the following two methods:**

1) On the topmost *Menu* bar, click with the mouse on the word "**Insert**"; from the pull-down menu choose "**Symbol**." A box will appear with a top left tab called "Symbols," below it the word "**Font:**" and next to that a narrow box that probably says "(normal text)." Click on the arrow at the right of this box and choose the font called "**Symbol**." You should then see all the Greek characters (and many other symbols) in the main box. Click on any Greek character to highlight it, then click the "**Insert**" button below to place that character into your document. Do this for each Greek character you want one at a time (rather tedious!), and click the "Close" button when you are done.

2) In your MS Word document, simply **type** in the English equivalents of all the Greek letters you need (according to the table below). Then use your mouse to **highlight** the entire word, and choose the "**Symbol**" font from the pull-down menu near the top-left of the MS Word screen (probably the second narrow box on the second bar, called the "Formatting Toolbar").