

# How to Handle Special Characters in OpenOffice.org



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## **Overview**

This document describes some of the methods that a user can use to insert Special Characters into OpenOffice.org documents. The methods here are tried and tested but there is no guarantee that any or all will work on every system. Three of the methods, using the Special Characters dialogue, the AutoCorrect Replace list and Macros, will probably work in OpenOffice.org on all platforms. The final method requires some operating system level configuration of the keyboard but is extremely flexible and uses key combinations that should work on most UNIX, Mac or Windows systems. Selecting the 'best' method depends on how often you need this function. The special Characters dialogue is practical for rarely used characters. Macros which are assigned to buttons, menu items and shortcut keys, are practical when the characters are needed more often, but they become impractical when you need several dozens. In that case, key combinations, like deadkeys, Multi\_key and Mode\_switch, can be a better solution. The advantage of key combinations is, that they are available in all X applications.

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## Feedback

Please direct any comments or suggestions about this document to: grsingleton@openoffice.org

## Acknowledgments

I wish to acknowledge the work of Natalie whose original work is what inspeired this document.

### **Modifications and updates**

| Version | Date         | Description of Change                                |
|---------|--------------|--|
| [0.1]   | [05/02/2004] | Initial Edition                                      |
| [0.2]   | [2006-01-30] | [grs: hyperlinked contents and added ALT sequences ] |
|         |              |  |

## Introduction

OpenOffice.org offers several ways in which Special characters can be inserted.

- Use the Special Characters dialogue.
- Add the characters to the AutoCorrect/AutoFormat Replace list.
- Create Macros and assign these to buttons, menu items or shortcut keys.
- Use Key Combinations using deadkeys, Multi\_keys and/or Mode\_switch.

The first three methods are effective only in OpenOffice.org applications whereas the last method, **Key combinations**, is particularly effective on X11-based systems and has the advantage that it can also be used by most X applications and is also available on Windows systems.

Before deciding which method is best for your needs, see OpenOffice.org Help fpr a short tutorial on inserting Special Characters. To get to it

Click on **Help > Contents > Index >Search Term** and enter the following:

### special characters; inserting (tutorial)

In this **Help** document, there is a bullet section that states: "*in any text input field (such as the URL field of the Function Bar or in the input fields in the Find&Replace dialogue) you can press Shift+Ctrl+S to call the Special Characters dialogue.*" This key sequence is very useful to remember.

## **Inserting Special Characters from the Menu**

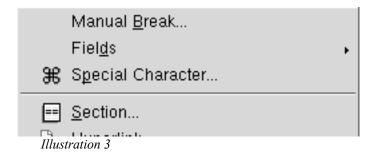
The availability of special characters depends on which font you use. For example, your document uses Times New Roman so go to **Insert>Special Character** to insert the Copyright symbol ( © ). In this case, the font has this glyph. However, let us take another scenario with another font, say Caption, and try repeating the action. The next two screen shots might help to explain this.

|              | Chara            | acters      |                                 |                  |             |             |                       |              |             |             |             |             |             |             |        |   |  |
|--------------|------------------|-------------|---------------------------------|------------------|-------------|-------------|-----------------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|--------|---|--|
| <u>F</u> ont |                  | Tir         | nes M                           | New F            | Roma        | n           | •                     | <u>S</u> ubs | et          |             | Bas         | ic La       | tin         |             |        | • | OK                                       |
|              | !                | "           | #                               | \$               | %           | &           | '                     | (            | )           | *           | +           | ,           | -           |             | /      | - | Cancel                                   |
| 0            | 1                | 2           | 3                               | 4                | 5           | 6           | 7                     | 8            | 9           | :           | ;           | <           | =           | ٧           | ?      |   | <u>H</u> elp                             |
| @            | Α                | В           | С                               | D                | E           | F           | G                     | Н            | Ι           | J           | К           | L           | Μ           | Ν           | 0      |   | Delete                                   |
| Р            | Q                | R           | S                               | Т                | U           | V           | W                     | х            | Υ           | Ζ           | [           | \           | ]           | ^           | _      |   | <u>D</u> elete                           |
| Ľ            | а                | b           | с                               | d                | е           | f           | g                     | h            | i           | j           | k           | 1           | m           | n           | 0      |   |  |
| р            | q                | r           | s                               | t                | u           | v           | w                     | х            | У           | z           | {           |             | }           | ~           |        |   |  |
| 1            | ¢                | £           | α                               | ¥                | 1           | ş           |                       | Ø            | a           | «           | 7           | -           | ®           | _           | •      |   |  |
| ±            | 2                | 3           | '                               | μ                | 1           | •           | د                     | 1            | 0           | »           | 1⁄4         | 1/2         | 3⁄4         | ሪ           | À      | • | U+0020 (32)                              |
| <u>F</u> ont |                  |             |                                 |                  |             |             |                       |              |             |             |             |             |             |             |        |   |  |
|              |                  | Ca          | ptior                           | ı                |             |             | •                     |              |             |             |             |             |             |             |        |   | ОК                                       |
| 0            | 1                | Ca<br>2     | ptior<br>3                      | 4                | 5           | 6           | ・<br>マ                | 8            | 9           | :           | ;           | <           | =           | >           | ?      | 1 | OK<br>Cancel                             |
| 0            | 1<br>A           | 2<br>B      | 3<br>C                          |                  | E           | F           | <br>7<br>6            | H            | Ι           | J           | ;<br>K      | Ļ           | М           | Ņ           | 0      |   |  |
| @<br>P       | 1<br>A<br>Q<br>a | 2<br>B<br>R | 3<br>C                          | 4<br>D<br>T      |             | F<br>V      | <br>7<br>6<br>W       | н<br>Х       | I<br>Y      | JZ          | к<br>Г      | Ĺ           |             |             |        | - | Cancel                                   |
| e<br>P<br>ú  | Q                | 2<br>B      | 3<br>C<br>S                     | 4                | E<br>U      | F           | <br>7<br>6            | H            | I<br>Y<br>i | J           | <b></b>     | Ļ           | M<br>]      | N<br>í<br>n | 0<br>ó | - | Cancel<br><u>H</u> elp                   |
| @<br>P       | Q<br>a           | NBRD        | 3<br>C<br>S<br>c                | 4<br>D<br>T<br>d | E<br>U<br>e | F<br>V<br>f | _<br>7<br>G<br>W<br>9 | H<br>X<br>h  | I<br>Y      | J<br>Z<br>j | к<br>Т<br>К | L<br>é<br>1 | M<br>J<br>m | N<br>í      | 0<br>ó | - | Cancel<br><u>H</u> elp                   |
| e<br>P<br>ú  | Q<br>a           | NBRD        | 3<br>C<br>S<br>c                | 4<br>D<br>T<br>d | E<br>U<br>e | F<br>V<br>f | _<br>7<br>G<br>W<br>9 | H<br>X<br>h  | I<br>Y<br>i | J<br>Z<br>j | к<br>Т<br>К | L<br>é<br>1 | M<br>J<br>m | N<br>í<br>n | 0<br>ó | - | Cancel<br><u>H</u> elp                   |
| e<br>P<br>ú  | Q<br>a           | NBRD        | 3<br>C<br>S<br>c                | 4<br>D<br>T<br>d | E<br>U<br>e | F<br>V<br>f | _<br>7<br>G<br>W<br>9 | H<br>X<br>h  | I<br>Y<br>i | J<br>Z<br>j | к<br>Т<br>К | L<br>é<br>1 | M<br>J<br>m | N<br>í<br>n | 0<br>ó | - | Cancel<br><u>H</u> elp                   |
| e<br>P<br>ú  | Q<br>a<br>q      |             | 3<br>C<br>S<br>C<br>S<br>C<br>S | 4<br>D<br>T<br>d | E<br>U<br>e | F<br>V<br>f | _<br>7<br>G<br>W<br>9 | H<br>X<br>h  | I<br>Y<br>i | J<br>Z<br>j | к<br>Т<br>К | L<br>é<br>1 | M<br>J<br>m | N<br>í<br>ñ | 0<br>ó | - | Cancel<br><u>H</u> elp<br><u>D</u> elete |

As you can see, the Caption font is not as complete as for Times New Roman. In fact it has only 14 rows of characters and no Subset list box in the dialogue. Since there is no copyright special character available; trying to insert one will fail.

There are two ways that can be uses to insert special characters using the menu methods:

**Insert > Special Character** from the drop down menu.



or

Click the Insert button on the Main tool bar to open the floating toolbar, then click the Insert Special Character button.

The following annotated screen shots illustrate second process since employing the OpenOffice.org tools is some times not obvious.

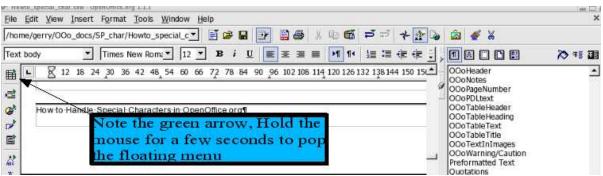
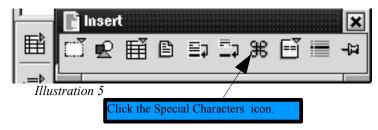


Illustration 4

which brings up the floating window as shown below:



| C: | Specia | l Char | acters |        |       |       |    |   |              |    |    |      |     |     |   |   |   | X              |
|----|--------|--------|--------|--------|-------|-------|----|---|--------------|----|----|------|-----|-----|---|---|---|----------------|
| E  | ont    |        | Bit    | strean | n Ver | a Ser | if | • | <u>S</u> ubs | et |    | Lati | n-1 |     |   |   | • | ОК             |
|    |        | !      |        | #      | \$    | %     | &  | 1 | (            | )  | *  | +    | ,   | -   |   | / | 1 | Cancel         |
|    | 0      | 1      | 2      | 3      | 4     | 5     | 6  | 7 | 8            | 9  | :  | ;    | ۷   | =   | > | ? |   | <u>H</u> elp   |
|    | @      | А      | В      | С      | D     | Е     | F  | G | Η            | Ι  | J  | Κ    | L   | М   | Ν | 0 |   | <u></u>        |
|    | Ρ      | Q      | R      | S      | Т     | U     | V  | W | Χ            | Y  | Ζ  | [    | ١   | ]   | ` | _ |   | <u>D</u> elete |
|    | `      | а      | b      | с      | d     | е     | f  | g | h            | i  | j  | k    | l   | m   | n | 0 |   |                |
|    | đ      | q      | r      | s      | t     | u     | v  | W | Х            | у  | Z  | {    | —   | }   | ۱ |   |   | ď              |
|    | i      | ¢      | £      | ц      | ¥     |       | §  |   | ©            | a  | ~  | -    | -   | R   | - | 0 |   | ~              |
|    | ±      | 2      | 3      | 1      | μ     | ¶     | •  |   | 1            | ₽  | >> | 1⁄4  | 1⁄2 | 3⁄4 | Ś | À | - | U+00A4 (164)   |
| С  | harac  | ters:  | д      |        |       |       |    | - | -            | -  |    |      |     |     |   | - |   |                |

The Special Characters dialogue opens with the current font selected in the same manner as invoking it from the Insert menu.

Illustration 6

The Font list box shows a list of available fonts. The Subset list box shows the character subsets that are available in the selected font. The Character table shows all characters that are available in the selected font. Every selected character will be added to the Characters field at the bottom of the dialogue. On the right side, below the buttons, an enlarged view of the selected character is shown as well as the Unicode and the ANSI code (in parenthesis). The Delete button or Alt+D will remove all characters from the Characters field. Click Cancel or press the Esc key to close the dialogue without inserting a character. Click OK or press the Enter key to insert the characters from the Characters field.

## Summary

Using the mouse: Using the mouse, click Insert on the toolbar to open the menu, then select Special Characters to open the dialogue. Use the mouse to select the list boxes and use the scroll bar to scroll up or down to locate the character you need. Use the Subset list box to jump to the desired subset, or use the scrollbar on the right side of the character table. Click a character in the Character table to select it. The Delete button will remove all characters from the Characters field. Click Cancel to close the dialogue without inserting a character. Click OK to insert the characters from the Characters field.

Using the keyboard: Use the Tab key to navigate between the list boxes, character table and buttons. Type one or more letters to select another font or subset. For example: type 'c' to move to the first font name that starts with a 'C', type 'ch' to move to the first font name that starts with 'Ch'. Use the Home, End, PageUp, PageDown, Up and Down keys to scroll up or down. Use the Arrow keys to navigate through the character table, or press a key to jump

to the respective character. Press the Space bar to select a character. Alt+D removes all characters from the Characters field. Press the Esc key to close the dialogue without inserting a character. Press the Enter key to insert the characters from the Characters field.

## Using the AutoCorrect Replace List

To implement this method, do the following:

Select **Tools** > **AutoCorrect/AutoFormat** to open the dialogue.

| place Exception    | s   Options   Custom Qu | otes   Word Completion |                |
|--------------------|-------------------------|------------------------|----------------|
| Repla <u>c</u> e   | <u>W</u> ith:           | 🔽 Text only            |                |
| (C)                | ©                       |                        | New            |
| (C)                | ©                       |                        | A Delete       |
| (R)                | ®                       | -                      | <u>D</u> elete |
| abotu              | about                   |                        |                |
| abouta             | about a                 |                        |                |
| aboutit            | about it                |                        |                |
| abscence           | absence                 |                        |                |
| accesories         | accessories             |                        |                |
| accidant           | accident                |                        |                |
| accomodate         | accommodate             |                        |                |
| accordingto        | according to            |                        |                |
| accross<br>acheive | across<br>achieve       |                        |                |
| acheived           | achieved                |                        |                |
| acheiving          | achieving               |                        |                |
| acn                | can                     |                        |                |
| acommodate         | accommodate             |                        |                |
| acomodate          | accommodate             |                        |                |
| actualyl           | actually                |                        | -1             |
| addition           | additional              |                        | <u> </u>       |

Illustration 1

Using **Shift+Ctrl+S** to bring up the Special Character dialogue box also works for inserting characters into the text input fields of the AutoCorrect dialogue. However, the Font list box is disabled, which means that it is impossible to select another font.

**Note**: This AutoReplace function works only when the languages in the Replacements and exceptions for language list box and in **Format > Character > Language** are the same.

Adding special characters to the AutoCorrect Replace list is fairly straight forward. Here is a tested way to do it:

- a) Open the Special Character dialogue.
- b) Select the desired characters and insert them all in a document, for example: á é ĉ.
- c) Copy (Ctrl+C) the entire string to the clipboard.

- d) Open the AutoCorrect/AutoFormat dialogue.
- e) Select the desired language in the Replacements and exceptions for language list box.
- f) Paste (Ctrl+V) the string in the With input field.
- g) Choose an easy to remember combination for the first character, and type it in the Replace input field. For example: character+\ for characters with grave accents, character+/ for characters with acute accents.
- h) Select all characters except the first one in the With input field and cut (Ctrl+X) these characters to the clipboard.
- i) Click the New button to add the replacement to the list.
- j) Paste (Ctrl+V) the new string in the With input field.
- k) Choose a combination for the first character, and type it in the Replace input field. Repeat steps (g) to (k) until all characters are entered.

**Note**: It is not possible to add single uppercase characters to the Replace list when the single lowercase character is already present. When the entry a/ is present in the list to be replaced by  $\dot{a}$ , OpenOffice.org changes A/ to  $\dot{a}$  as well. To add accented uppercase characters to the list, either use a combination like AA/ or aa/ to be replaced by  $\dot{A}$ . Another possibility is to select the accented lowercase character in the document and select

### Format > Case/Characters > Uppercase.

For example:

| Replace | With |
|---------|------|
| a/      | á    |
| AA/     | Á    |
| a:      | ä    |
| Table 1 |      |

The following screen shot shows the contents of the AutoCorrect Replace list after adding these three new replacements :

| Replacements and exe   | ceptions for language:  | English (USA)            |                |               |
|------------------------|-------------------------|--------------------------|----------------|---------------|
| Replace Exception:     | s Options Custom        | Quotes   Word Completion |                |               |
| Repla <u>c</u> e       | <u>W</u> ith:           | 🔽 Text only              |                |               |
| AA/                    | Á                       |                          | <u>R</u> eplac | e             |
| (C)                    | Q                       | A                        | Delete         |               |
| (R)<br>a:              | ®<br>ä                  |                          |                |               |
| a/<br>AA/              | á<br>Á                  |                          |                |               |
| abotu<br>abouta        | about<br>about a        |                          |                |               |
| aboutit                | about it                |                          |                |               |
| abscence<br>accesories | absence<br>accessories  |                          |                |               |
| accidant<br>accomodate | accident<br>accommodate |                          |                |               |
| accordingto            | according to<br>across  |                          |                |               |
| acheive                | achieve                 |                          |                |               |
| acheived<br>acheiving  | achieved<br>achieving   |                          |                |               |
| acn                    | can                     | •                        | l              |               |
|                        |                         | OK Cancel                | <u>H</u> elp   | <u>R</u> eset |

Illustration 2

## **Using Macros to Insert Special Characters**

Using macros to manage Special Character needs is made easy with the Macro Recorder that comes with OpenOffice.org releases later than 1.1. This section describes how to use the recorder to enable Special Characters in OpenOffice.org. Because macros that are recorded by navigating with the keyboard often behave better than macros which record mouse clicks, the following procedure will employ only keyboard navigation.

Note: Keys used in this section are based upon the 101 keyboard found with most Windows and Linux systems.

## **Recording the Macro**

i. Choose **Tools > Macros > Record Macro**, a small Record Macro dialogue appears.



- ii. Press Alt+Tab or click in the document to put the focus back to the document window.
- iii. Choose **Insert > Special Character** (Alt+I P) to open the Special Characters dialogue.
- iv. By default, the focus is in the first cell in the Character table; however, if the dialogue box was opened previously, then the focus could be anywhere in the table. To ensure that the macro behaves the same, regardless of the current focus, press the Home key which will change the focus to the first cell in the table.
- v. Use the Arrow keys to navigate to the desired character.
- vi. Press the Space bar to select the character.

### Using Macros to Insert Special Characters

| D: | Specia | l Char | acters |        |       |        |    |   |              |    |    |      |     |     |   |   |   | ×              |
|----|--------|--------|--------|--------|-------|--------|----|---|--------------|----|----|------|-----|-----|---|---|---|----------------|
| E  | ont    |        | Bit    | strear | n Ver | a Seri | if | • | <u>S</u> ubs | et |    | Lati | n-1 |     |   |   | • | ОК             |
|    |        | !      |        | #      | \$    | %      | &  | 1 | (            | )  | *  | +    | ,   | -   |   | / | 1 | Cancel         |
|    | 0      | 1      | 2      | 3      | 4     | 5      | 6  | 7 | 8            | 9  | :  | ;    | <   | =   | ۷ | ? |   | <u>H</u> elp   |
|    | @      | А      | В      | С      | D     | Е      | F  | G | Н            | Ι  | J  | К    | L   | М   | Ν | 0 |   | <u></u>        |
|    | Ρ      | Q      | R      | S      | Т     | U      | V  | W | Χ            | Y  | Ζ  | [    | ١   | ]   | ` | _ |   | <u>D</u> elete |
|    | `      | а      | b      | с      | d     | е      | f  | g | h            | i  | j  | k    | l   | m   | n | 0 |   |                |
|    | đ      | q      | r      | s      | t     | u      | v  | W | Х            | у  | Z  | {    |     | }   | ۱ |   |   | ŭ              |
|    | i      | ¢      | £      | ¤      | ¥     |        | §  |   | ©            | ₫  | ~  | _    | -   | R   | - | 0 |   | ~              |
|    | ±      | 2      | 3      | 1      | μ     | ¶      | •  |   | 1            | ₽  | >> | 1⁄4  | 1⁄2 | 3⁄4 | Ś | À | - | U+00A4 (164)   |
| С  | harac  | ters:  | д      |        |       |        |    | - | -            | -  |    | -    |     |     |   |   |   |                |

Illustration 2

vii.Press Enter to insert the character and close the dialogue.

viii.Click **Stop Recording** in the **Record Macro** dialogue and the Macro dialogue will open.

## Saving the Macro

- Select the file in which to save the macro, the default is Module1 in the \$HOME/install\_dir/user/basic/Standard (%HOME%\install\_dir\user\basic\Standard in windows) directory. Macros stored in this file are available to all OpenOffice.org applications.
- 2. Enter a name for the macro in the Macro name field. In this example, the name is "SPchar"

| Macro   |                             |  |
|---|-----------------------------|--|
| <u>M</u> acro name  |                             | Save                                       |
| SPchar  |                             | Class                                      |
| Save m <u>a</u> cro in  | Existing macros in: Module1 | Close                                      |
| soffice   | Main<br>SPchar              |  |
| ③ acbtools       ③ APICNet       ④ Depot       ⑤ Euro   | Stenar                      | New <u>L</u> ibrary<br>New M <u>o</u> dule |
| Gimmicks     ImportWizard   |                             | <br>Help                                   |
| Image: Second |                             |  |
| Module1   |                             |  |

Illustration 3

3. Click the Save button to save the macro as part of Standard.

## **Assigning the Macro**

1. Select **Tools > Macros > Macro** to open the Macro dialogue.

2. Select the file in the Macro from list, select the macro in the **Existing macros** list.

| <u>M</u> acro name      |            |                             | R <u>u</u> n      |
|-------------------------|------------|-----------------------------|-------------------|
| SPchar                  |            |                             | <u>Ku</u> n       |
| ,<br>Macro <u>f</u> rom |            | Existing macros in: Module1 | Close             |
| soffice                 |            | Main                        |                   |
| 3 acbtools              |            | SPchar                      |                   |
| 3 APICNet               |            |                             | <u>A</u> ssign    |
| I Depot                 |            |                             |                   |
| S Euro                  |            |                             | <u>E</u> dit      |
| S FormWizard            |            |                             |                   |
| 3 Gimmicks              |            |                             | <u>D</u> elete    |
| ImportWizard            |            |                             |                   |
| 3 Launcher              |            |                             | <u>O</u> rganizer |
| Schedule                |            |                             |                   |
| Standard                |            |                             | <u>H</u> elp      |
| Module1                 | <b>*</b> 1 |                             |                   |
| Tomplato                |            | 1                           |                   |

Illustration 4

- 3. Click the Assign button, the Configuration dialogue opens.
- 4. At this point choose how the macro should be assigned. e.g. a shortcut key, a toolbar button or a menu item. The following sections provide step-by-step instructions for each procedure: KB for keyboard, TB for Toolbar and M for Menu.
- 5. Click the Close button to close the Macro dialogue.

### Assign the Macro to a Keyboard Shortcut Key (KB)

KB-1.Select the Keyboard tab.

- KB-2.For shortcut keys to be available in all applications, select the OpenOffice.org radio button.
- KB-3.Select OpenOffice.org BASIC Macros in the Category list.

KB-4.Click on the +-symbol to expand the list.

KB-5.Select the file in which the macro is saved.

- KB-6.Click on the +-symbol to expand this list.
- KB-7.Select the Module where the macro is saved.

KB-8.Select the macro in the Functions list.

KB-9.Select the keys in the Shortcut keys list.

KB-10.Click the Modify button.

| Configuration                    |   |                  |
|----------------------------------|---|------------------|
| Menu <b>Keyboard</b> Status B    | ar   Toolbars   Events  |                  |
| Shortcut keys                    | [Help]  | • OpenOffice.org |
| F2<br>F3                         |   | O <u>W</u> riter |
| F4<br>F5                         | [Data Sources]  | Modify           |
| F6<br>F7                         | [To Next Toolbar/Window]                                      | <u>D</u> elete   |
| F8<br>F9                         |   |                  |
| F10                              | ſTo Menu Barl ▼   |                  |
| Functions                        |   | -                |
| <u>C</u> ategory                 | Eunction Keys   |                  |
| Application<br>View<br>Templates | About OpenOffice.org AutoPilot Menu AutoPilot: Address Data 5 |                  |
| Edit Options                     | AutoPilot: Agenda<br>AutoPilot: Fax                           | <u>L</u> oad     |
| BASIC -                          | AutoPilot: Letter   | <u>S</u> ave     |
|                                  |   | R <u>e</u> set   |
|                                  | OK Cancel   | Help Reset       |
| Illustration 5                   |   |                  |

Illustration 5

KB-11.Click OK.

### Assign the Macro to a Toolbar Button (TB)

TB-1.Select the Toolbars tab.

TB-2.Click the Customize button.

TB-3.Select the toolbar where the button has to be added from the Toolbars list box.

TB-4.Select OpenOffice.org BASIC Macros in the Available buttons list.

TB-5.Click on the +-symbol.

TB-6.Select the file in which the macro is saved.

TB-7.Click on the +-symbol.

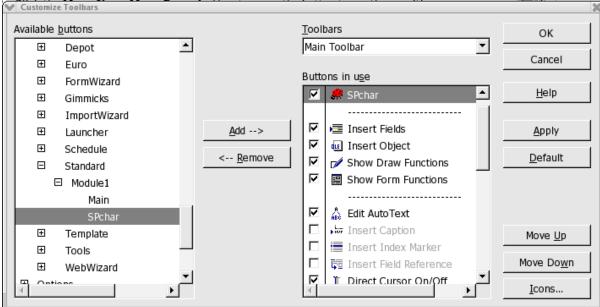
TB-8.Select the Module where the macro is saved.

TB-9.Click on the +-symbol.

TB-10.Select the macro.

TB-11.Click the Add-> button to add the macro to the Buttons in use list, the new button will be added after the selected item.

TB-12.Click the Move Up or Move Down button to move the button to another position.



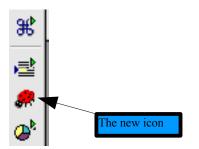
TB-13.Click the Icons button to add an icon to the toolbar button.

Illustration 6

TB-14.Click Apply.

TB-15.Click OK.

Voila a new icon on the main toolbar



**(11)** 

### Assign the Macro to a Menu Item (M)

M-1.Select the Menu tab.

M-2. Select the menu item after which to insert the new menu in the Menu entries list.

M-3.Select OpenOffice.org BASIC Macros in the Category list.

M-4.Click on the +-symbol.

M-5.Select the file where the macro is saved.

M-6.Click on the +-symbol.

M-7.Select the Module where the macro is saved.

| Menu entries <p< th=""><th>Menu Keyboard Status Bar Toolbars</th><th>Events</th><th></th></p<>  | Menu Keyboard Status Bar Toolbars   | Events   |               |
|---|---|--|---------------|
| ··Other [Fields Dialog]   ··SPchar [SPchar(Standard.Module1)]   S~pecial Character [Insert Special Character]   ··Section [Insert Section]   ··Hyperlink [Hyperlink Dialog]   ··He ~ader [Insert Header]   ··He ~ader [Insert Header]   Functions   Category Eunction   ··Standard ···································· |   | [Incort Author Field]  | New           |
| Category Eunction  Category  Category  Function  Category  Function  Load  Load  Load  Sechar  Load  Load  Sechar  Load  Load  Load   | ~Other<br>~SPchar<br>S~pecial Character<br>~Section<br>~Hyperlink                     | [Fields Dialog]<br>[SPchar(Standard.Module1<br>[Insert Special Character<br>[Insert Section]<br>[Hyperlink Dialog] | ):<br>]Modify |
|   | Category  Category  OpenOffice.org BASIC Mac  Standard  Module1  Launcher  FormWizard | <br>Main   |               |
|   |   |  | Reset         |

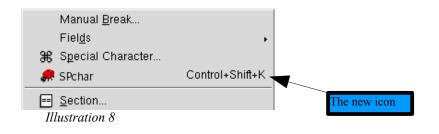
Illustration 7

M-8.Select the macro in the Functions list.

M-9.Click the New button.

M-10.Click OK.

A new item is in the Insert menu:



# Using Key combinations to insert Special Characters Under UNIX

Using key combinations to produce special characters is independent of language and locale settings. However, you must make some changes at system level to enable this feature. This section explains how to accomplish this in relatively easy steps.

First, assuming windows or Linux, you should set your keyboard to  $us\_intl$ . Other systems should be similar but may require a bit of research to discover equivalents. This method is enabled for production of this document. For example, while the language for this document is set to English (USA), one can still enter foreign characters, such as, the French  $\hat{c}$ , the German  $\beta$ , the Spanish  $\tilde{n}$ , or the Scandinavian  $\emptyset$ .

## Setting up

### **Using Deadkeys**

**Deadkeys** are keys that seemingly do nothing when pressed once. When the key is pressed a second time, the expected character appears, or when another key is pressed, an accented character appears. Not all characters produce an accented character when pressed after a deadkey. Some of the most well-known accents in western European languages are: grave and acute accents, circumflex, tilde, and diaeresis (or Umlaut in German, trema in Dutch). Whether an accented character appears after pressing a deadkey plus another key, depends upon the font that is used. To be able to use deadkeys, the system must be configured to support these via the keyboard. On most systems, the utility to configure the keyboard is called kbdconfig.

This is an excerpt from a typical /etc/X11/XF86Config:

```
Section "InputDevice"
```

```
# Specify which keyboard LEDs can be user-controlled (eq,
with xset(1))
#
        Option
               "Xleds"
                                "1 2 3"
# To disable the XKEYBOARD extension, uncomment XkbDisable.
#
        Option "XkbDisable"
# To customise the XKB settings to suit your keyboard,
modify the
# lines below (which are the defaults). For example, for a
non-U.S.
# keyboard, you will probably want to use:
#
       Option "XkbModel" "pc102"
# If you have a US Microsoft Natural keyboard, you can use:
#
       Option "XkbModel"
                               "microsoft"
#
#
 Then to change the language, change the Layout setting.
#
 For example, a german layout can be obtained with:
        Option "XkbLayout"
                                "de"
#
#
 or:
#
        Option "XkbLayout"
                               "de"
       Option "XkbVariant" "nodeadkeys"
#
#
# If you'd like to switch the positions of your capslock and
# control keys, use:
       Option "XkbOptions"
#
                               "ctrl:swapcaps"
# Or if you just want both to be control, use:
#
       Option "XkbOptions" "ctrl:nocaps"
```

```
#
    Identifier "Keyboard0"
    Driver "keyboard"
    Option "XkbRules" "xfree86"
    Option "XkbModel" "pc105"
    Option "XkbLayout" "us_intl"
EndSection
#XkbVariant "" #XkbOptions ""
```

When XkbdVariant is set to "nodeadkeys", deadkeys are disabled. Please, read your distribution's set up manual, or the man pages, for more information.

To type an accented character: Press the deadkey once, then press the character key. To type one of the deadkey characters: Press the deadkey once and press the Space bar, or press the deadkey twice. See the chapter Customize Keymappings for a description of how to assign and customize deadkeys. On page 24, there are two tables showing frequently used accented, lowercase and uppercase, characters.

### Multi\_key

Multi\_key combinations produce characters that are combinations of two characters, like the (th) and (ss). To type a multi-character: Press and hold the Multi\_key down, press the two character keys. See the chapter Customize Keymappings for a description of how to assign the Multi\_key. A list of sequence Definitions for the Multi\_key can be found in the file Compose in the directory

/usr/X11R6/lib/X11/locale/[charset], where [charset] is the used character set, for example iso8859-1 or en US.UTF-8.

### Mode\_switch

Mode\_switch key combinations produce special characters and symbols, like  $\mathbb{O}$  and  $\in$ . To type a special character: Press and hold the Mode switch key down, press the character key.

The section, Customize Keymappings, describes how to assign and customize the Mode\_switch and the resulting characters.

### **Customize Keymappings**

Keymappings can be customized by creating a usermodmap file or by editing the existing usermodmap file. To get a list of the current keymappings open an XTerm and type the following command: \$ xmodmap -pke > keymappings See the xmodmap man page for descriptions of the options and some examples.

The file keymappings is a plain ASCII text file. Use a text editor to edit these keycodes, or, when you prefer to use Writer, be sure to save the file as a plain text (\*.txt) file. The first few lines look like this:

```
keycode 8 =
keycode 9 = Escape
keycode 10 = 1 exclam
keycode 11 = 2 at
keycode 12 = 3 numbersign
keycode 13 = 4 dollar
keycode 14 = 5 percent
keycode 15 = 6 dead_circumflex asciicircum asciicircum
keycode 16 = 7 ampersand
keycode 17 = 8 asterisk
keycode 18 = 9 parenleft dead_breve dead_breve
```

Every keycode has a maximum of four key mappings: normal, shifted, modified and modified shifted. To use the Multi\_key and the Mode\_switch, they must be assigned to a keycode. The Left and Right Windows-Logo keys are good candidates. Their keycodes are:

keycode 115 = Super\_L keycode 116 = Super\_R Change these for example to:

keycode 115 = Multi\_key
keycode 116 = Mode\_switch

For example, here are two lines from a generated keymappings file:

keycode 26 = e E
keycode 27 = r R paragraph registered

Since keycode 26 has no additional characters assigned, this key could be used for the Euro currency symbol. To find the name of a character, open the file

/usr/include/X11/keysymdef.h in an editor or file viewer. This is a definition file with the names of all available characters. The section #ifdef XK\_LATIN1 includes the line #def XK\_currency and the section #ifdef XK\_CURRENCY includes the line #def XK\_EuroSign. To assign the Euro sign to the E key (e), and the currency symbol to the shifted E key (E), append the words EuroSign and currency to the keycode:

keycode 26 = e E EuroSign currency

To test this new key assignment, save the keymappings file, and in an Xterm, type the

following command:  $\$  xmodmap keymappings. Now, in a Writer document, or any X application, press and hold down the Mode\_switch key and press the E key, the  $\in$  should appear; press and hold down the Mode\_switch key and press Shift+E, the  $\square$  should appear.

It is also possible to switch the deadkeys back to normal keys. Say you need the apostrophe and double quotes more frequently than the deadkeys, change:

```
keycode 48 = dead_acute dead_diaeresis apostrophe quotedbl
```

keycode 48 = apostrophe quotedbl dead\_acute dead\_diaeresis Now you can type normal apostrophes and double quotes, and when a deadkey character is needed, for example an é, press and hold down the Mode\_switch key, press the apostrophe key (') and then the E key.

To make these changes permanent, rename the file keymappings to .Xmodmap. When the X server is started, one of the files that is run, is /etc/X11/xinit/xinitrc. This shell script checks the existence of a usermodmap. When found this file is used. These lines are from the xinitrc shell script:

```
...
userresources=$HOME/.Xresources
usermodmap=$HOME/.Xmodmap
userxkbmap=$HOME/.Xkbmap
...
```

to

By using a personal .Xmodmap file, each user can personalize their keymappings for their ongoing needs.

## Using Key combinations to insert Special Characters Under Windows

## Change or add Keyboards

In order to be able to enter special characters directly from the keyboard, the type of keyboard must be changed to a configuration that supports this feature. Microsoft Windows allows a number of different keyboard languages and layouts. Installation of the "typical", or "default" options provides capabilities for French, Spanish, and other Western European languages.

**To change the keyboard languages and layout, click** *the Start button, then choose Settings, Control Panel, and Keyboard* (or Regional and Language Options). Click the "Language" or "Input Locales" tab. *Add* a language and give it *properties* - one of which is the US-International English keyboard (see below). Use *Apply* to finish the process; the Windows installation CD is usually needed. The keyboard and multi language sections in *Start - Help* provide details.

The **US-International English keyboard layout** is installed as above (choose English as the language and US-International as the layout in properties) and has these features:

- It uses the following intuitive methods which work with most (or all) Windows applications, while keeping the familiar **QWERTY** keyboard. (e.g. French uses AZERTY with letters a/q and z/w interchanged)
- Press one of the five modifier keys ` ' " ~ ^ , then the letter to be modified. (' then a = a', " then  $u = \ddot{u}$ , ' then c = c, etc. )

right alt +, = c (or ' + c) +? = c+ ! = i+ c = C+ 5 = Euro currency symbol

• The **US-International English keyboard layout** is installed as shown below (choose English as the language and US-International as the layout in properties). It uses the following intuitive method which works with most Windows applications, while keeping the familiar *qwerty* keyboard.

To use, press one of the five (in purple below) punctuation keys  $\ ' \ " \sim \$ , then the letter to be modified.(' then a = a, " then  $u = \ddot{u}$ , ' then c = c, etc). Or use the **right alt** key + another key:

<u>right alt</u> + ? =  $i_{i}$ , + ! =  $i_{i}$ , + c =  $\mathbb{O}$ , + e = é plus all those shown in the image below. Also +5 is Euro.



Illustration 1

- To install both the US-International English keyboard layout and United States English:
  - One can fool a Win 9X system by adding an unused language, such as Icelandic. Then change its *layout* to the US-International in the language *properties* or layout section.
  - Windows XP allows both. Click *Start, Settings, Control Panel, Regional.options, Languages, Details, Settings, Add.* Set *Input Language* to English - United States. Set *Keyboard layout/IME* to United States-International. Press *Apply* and *OK*.
- If you are having punctuation key troubles such as your computer's quote and apostrophe key behaving strangely, the cause may be that your keyboard was accidentally set to the International English Keyboard. The solution is to reset it to a standard English or United States keyboard.

### **Character Map**

• This is useful for the infrequent accent or symbol. It is located at *Start - Programs - Accessories - System Tools - Character Map* (OR click Start, Run, and type charmap). After choosing a font, double click the desired character(s). After clicking Copy, return to your document and paste. Some fonts (such as Symbol, Webding, and Wingding) provide Greek, icons, arrows and symbols. This system may fail if a particular combination of keystrokes, as seen in the lower right of the window, has been reserved for another application.

## Alt key sequences

Windows users can also insert special characters using the Alt key plus a number. For example, Atl+0150 inserts an 'en' dash which appears as – using the Times Roman Font.. TO use this feature users must have and enhanced keyboard.

Please see http://www.starr.net/is/type/altnum.htm for one list of key sequences.

## Changing Keyboard Layout under Linux.

For those who may need to work in languages where the keyboard layout for that language is not compatible with the keymapping method outlined previously, there are system level tool that will permit setting the layout to the needed local. On Linux, use

setxkbmap gr where gr is the locale for the language needed.

To reset the keyboard to North American US English enter:

setxkbmap us

setxkbmap has many command line switches available for more complicated scenarios. In this case, please check the distribution manpage for setxkbmap() for details of how to use this tool.

Other tools may exist that can make switching easier but at the time of writing this document none were as universally available as this one.

On most windows releases, you can enable keyboard switching from the control panel which, in turn, provides a icon in the panel for switching.

## **Deadkeys under Linux**

| g  | rave | a  | acute diaeresis tilde circum |    | diaeresis tilde |    | nflex |    |   |
|----|------|----|------------------------------|----|-----------------|----|-------|----|---|
| `a | à    | 'a | á                            | "a | ä               | ~a | ã     | ^a | â |
| `e | è    | 'e | é                            | "e | ë               | ^e | ê     |    |   |
| ì  | ì    | 'i | í                            | "i | ï               | ^i | î     |    |   |
| `0 | ò    | 'o | ó                            | "o | Ö               | ~0 | õ     | ^0 | ô |
| `u | ù    | 'u | ú                            | "u | ü               | ^u | û     |    |   |
| 'y | ý    | "у | ÿ                            |    |                 |    |       |    |   |
| 'c | ć    |    |                              |    |                 |    |       |    |   |
|    |      |    |                              |    |                 | ~n | ñ     |    |   |

## **Deadkeys: accented lowercase characters**

## Deadkeys: accented uppercase characters

| g  | grave |    | acute |    | diaeresis tilde |    | ilde | circum | flex |
|----|-------|----|-------|----|-----------------|----|------|--------|------|
| `A | À     | 'Α | Á     | "A | Ä               | ~A | Ã    | ^A     | Â    |
| `Е | È     | 'E | É     | "Е | Ë               | ^E | Ê    |        |      |
| ľ  | Ì     | 'I | Í     | "I | Ï               | ^I | Î    |        |      |
| O′ | Ò     | 'O | Ó     | "O | Ö               | ~0 | Õ    | ^O     | Ô    |
| `U | Ù     | 'U | Ú     | "U | Ü               | ^U | Û    |        |      |
| 'Y | Ý     | "Y | Ÿ     |    |                 |    |      |        |      |
| 'C | Ć     |    |       |    |                 |    |      |        |      |
|    |       |    |       |    |                 | ~N | Ñ    |        |      |

## **Appendix 1 – Keymapping Patch file**

The following is a patch file, created using

diff -c keymappings.orig keymappings,

that you may use as a model to modify your local needs:

```
*** keymappings.orig
                         2004-05-03 13:17:15.00000000 -0400
--- keymappings
                  2004-05-03 13:28:42.000000000 -0400
******
*** 16,22 ****
 keycode 23 = Tab ISO_Left_Tab
keycode 24 = q Q
 keycode 25 = WW
! keycode 26 = e E
 keycode 27 = r R
 keycode 28 = t T
keycode 29 = y Y
--- 16,22 ----
 keycode 23 = Tab ISO_Left_Tab
  keycode 24 = q Q
keycode 25 = w W
! keycode 26 = e E EuroSign currency
keycode 27 = r R
 keycode 28 = t T
 keycode 29 = y Y
*****
*** 105,112 ****
  keycode 112 = KP_Divide XF86_Ungrab
  keycode 113 = Alt_R Meta_R
 keycode 114 =
! keycode 115 = Super_L
! keycode 116 = Super_R
  keycode 117 = Menu
  keycode 118 =
 keycode 119 =
--- 105,112 ----
 keycode 112 = KP_Divide XF86_Ungrab
 keycode 113 = Alt_R Meta_R
keycode 114 =
! keycode 115 = Multi_key
! keycode 116 = Mode_switch
 keycode 117 = Menu
  keycode 118 =
  keycode 119 =
```

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Appendix

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