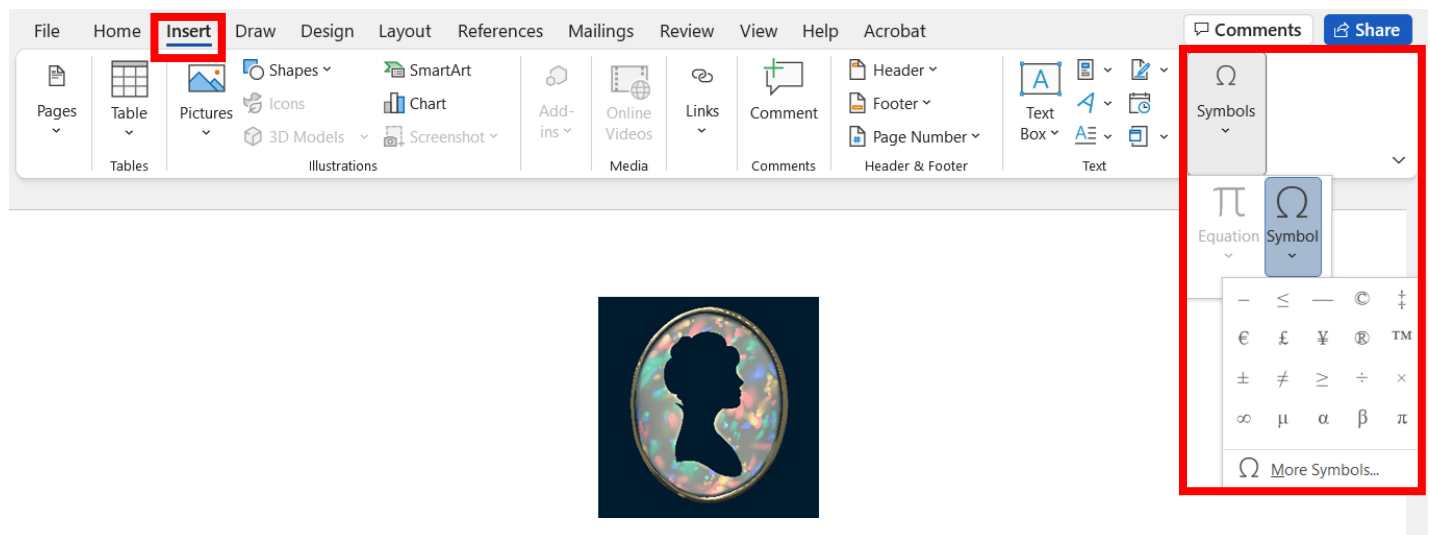




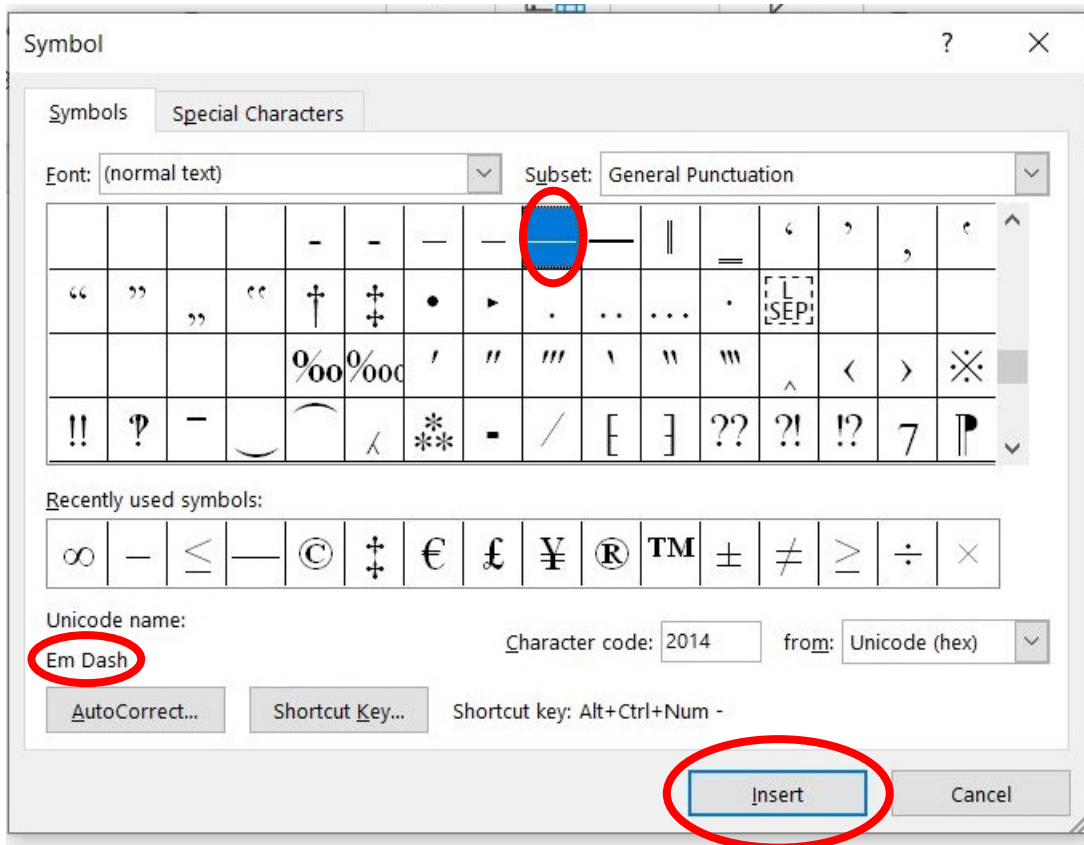
## INSERTING SPECIAL CHARACTERS IN WORD DOCUMENTS

Follow the steps below to add special characters to Microsoft Word documents:

1. On the **Insert** tab, go to **Symbols** > (down arrow) > **Symbol** > (down arrow) > **More Symbols**. (We'll use the em, or longest, dash as our example symbol.)



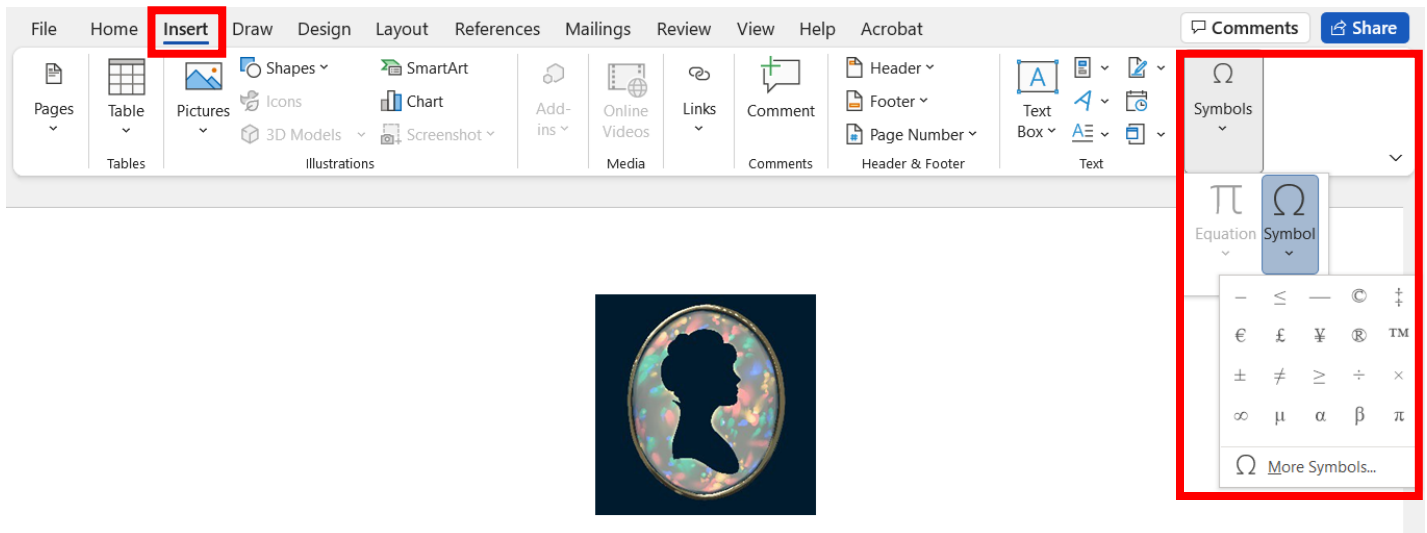
2. The **Symbol** dialog box will appear. In the **General Punctuation** subset, select the em dash to the immediate left of the horizontal bar.



3. Insert the em dash and close the dialog box. Congratulations—you're done!

*Tip:* After you've used the em dash (or some other symbol), it will appear among your recently used symbols. To access them:

- On the **Insert** tab, go to **Symbols** > (down arrow) > **Symbol** > (down arrow).
- Click on a symbol to insert it.



*Note:* Em and en dashes may look similar, but they do different things.

- Em dashes indicate strong breaks in thought.  
Example: Automated spell-checkers work well most of the time—but not always.
- Em dashes also replace pairs of commas or parentheses.  
Example: These tools often miss—and sometimes even introduce—major errors.
- En (medium-length) dashes indicate ranges—e.g., “The website should contain 6–10 pages.”

Questions? Email Blue Cloak Editorial at [vividlady@shaw.ca](mailto:vividlady@shaw.ca).

*\*Image pixelation is due to low-resolution display settings chosen for ease of reading.*