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## How do I access the Character Map?

- **Article Type:** General
  - **Product:** Alma
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### Question

How do I access the Character Map in order to select characters and add them into an Alma record which are not on my keyboard?

### Answer

Either:

1. Start > run > charmap

OR

2. Start > All Programs > Accessories > System Tools > Character Map

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### Additional Information

The above instructions were tested on Windows 7. Other PC operating systems may have slightly different access paths.

Also see:

Using special characters (Character Map): frequently asked questions

(<http://windows.microsoft.com/en-US/windows-vista/Using-special-characters-Character-Map-frequently-asked-questions>)

**Category:** Metadata editor

**Subject:** Marc21 – BIB

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