

Adding Symbols into SpeechReport

G2 SpeechReport has no way to natively add symbols that are not already on the PC Keyboard.

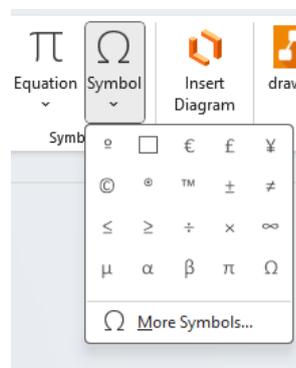
Some workarounds are below

Option 1 – Via a word document/external source

You could open a word document, click the insert tab



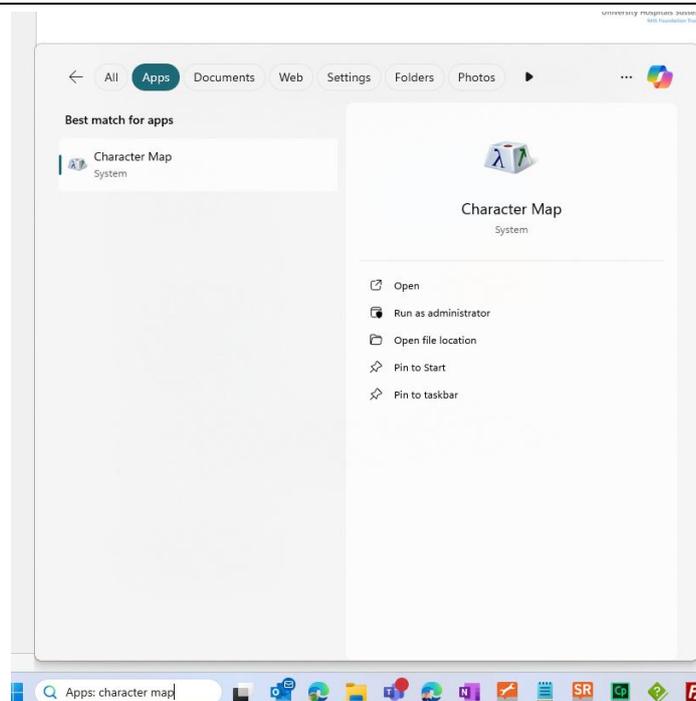
Then click 'Symbol' and find your desired character, insert it into the word document and copy (CTRL+C) from here and paste it (CTRL+V) in to SpeechReport



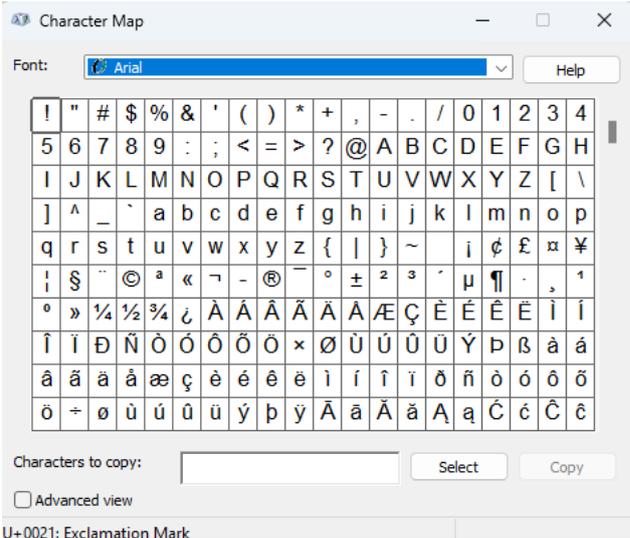
Alternatively, if the symbol is already in a body of text from an external source then you can just use CTRL+C and CTRL+V to copy the text including the symbol and paste it into your open SpeechReport document

Option 2 – Via Character Map

In the Windows Search bar. Search for 'Character Map' and select the application



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<p>Click on your Symbol in the window that opens, then click Select</p>	
<p>With your Symbol(s) selected, click 'Copy' to copy this to your clipboard</p>	
<p>Then using CTRL+V you can paste this into your open SpeechReport document</p>	