

- Click **Insert > Special Character** to open the Special Characters dialog (Figure 25). Double-click the characters (from any font or mixture of fonts) you wish to insert, in order; they appear in the document as you select them. The selected characters are also added to the Recent Characters list on the lower left of the dialog.

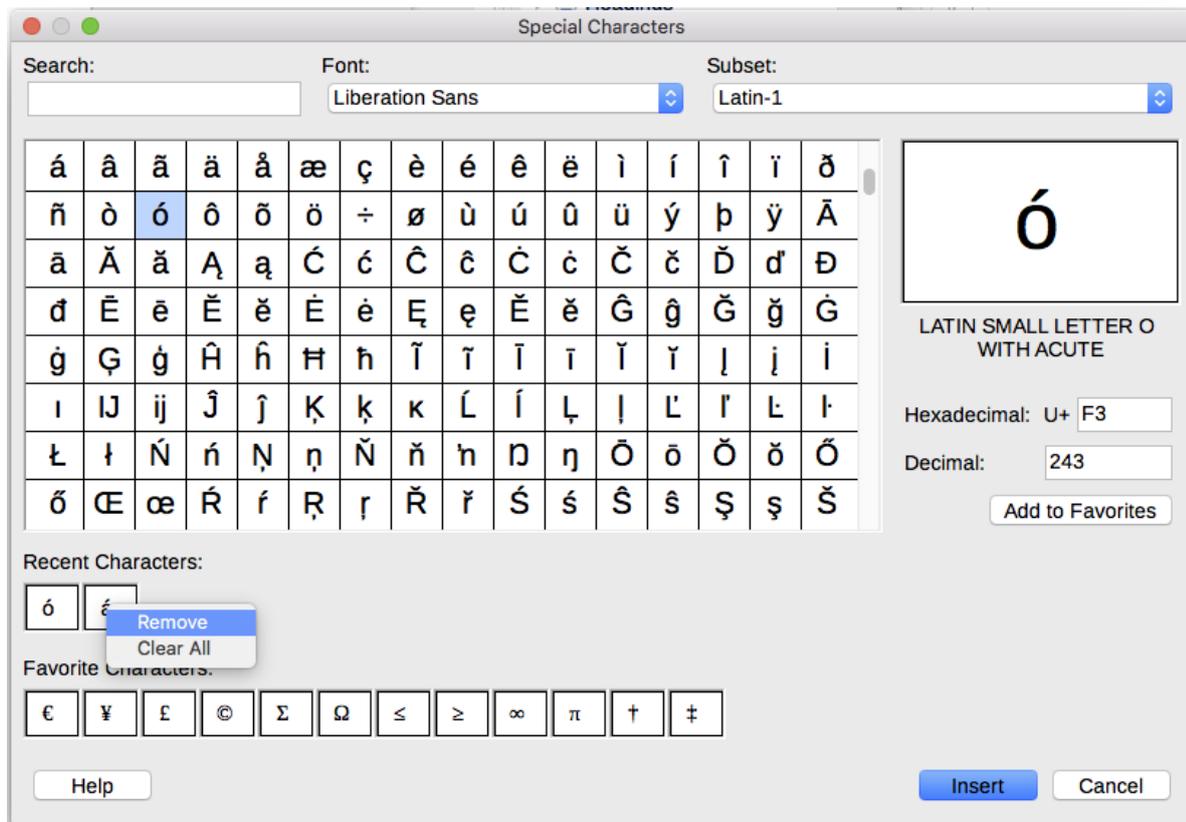


Figure 25: The Special Characters dialog

Tips

To view details of a character, single-click it; details are shown on the right, along with its numerical code.

To insert a character and leave the dialog open, double-click the character. To insert a character and close the dialog, click it and then click the **Insert** button.

Different fonts include different special characters. If you do not find a particular special character you want, try changing the *Font* selection.

Inserting non-breaking spaces and hyphens

Non-breaking spaces

To prevent two words from being separated at the end of a line, press *Ctrl+Shift* when you type the space between the two words.

Non-breaking hyphen

You can use a non-breaking hyphen in cases where you do not want the hyphen to appear at the end of a line, for example in the following text “123-4567”. To insert a non-breaking hyphen, press *Shift+Ctrl+minus sign*.

These hyphens and spaces, and more, are also available through **Insert > Formatting Mark**.