

The Character Map Palette

Character Map Palette

The Character Map Palette gives an overview of all fonts, font weights and their characters.

With the help of this palette you can:

- Insert single characters of a font into the text.
- Display an overview of a character in all fonts installed on your computer.
- Display characters in different sizes.
- Check the overall content of a font or font weight.
- Search for single characters in a font.
- Display all the characters of a Unicode range.
- Check the Unicode or UTF-8 value, the Unicode name and the Unicode range of a character.
- Save frequently used characters as Favorites.

The Character Map Palette is especially helpful if for example you do not know which characters a font contains or if you work frequently with non-Latin font systems (e.g. Arabic, Hebrew, Chinese, Japanese, etc.).

Search for and insert characters

Insert single characters of a font into the text

1. Set the cursor to the position where the character is to be inserted.
2. Select the font and font weight required. After selection, all characters available in the selected font and font weight will be displayed in the palette.
3. Scroll through the palette until the required character is displayed.
4. Select one of the following options to insert a character into the text:
 - Double click in the palette on the character that you want to import.
 - Alternatively, select the command “Insert Character in Selected Font” in the context menu.

Insert single characters from another font variation

1. Set the cursor to the position where the character is to be inserted.
2. Select the font and font weight required. After selection, all characters available in the selected font and font weight will be displayed in the palette.
3. Scroll through the palette until the required character is displayed.
4. Select a character and wait until all the font variations for the selected character are displayed.
5. Select the required character in the font variation.
6. Select the command **Insert Character in Selected Font** in the context menu.

Note:

The size of the imported character in the text comes from the text settings and not from the size displayed in the palette.

Adapt the Character Map Palette

- Use the slider to increase or reduce the display of the single characters in the palette.
- Select the commands **Show Font Variations** or **Hide Font Variations** in the context menu to display the selected character in different fonts or to hide this display.
- Select the command **Hide Font Variations** in the context menu to have more space for the characters in the font selected.

Search for characters in the Character Map Palette

The Character Map Palette has an entry field with which you can make a full text search for specific characters. The entry field accepts entries of Unicode numbers and Unicode names.

- Select one of the following options to search for a character in the palette:
- Enter a Unicode number in the entry field (e.g. 0041).
- Alternatively, enter a Unicode name in Roman characters in the entry field.
- Enter for example **Latin** to display all Latin characters.
- Enter for example **Latin Capital** to display all Latin capital letters.
- Enter for example **Latin Capital Letter A** to display all variations of the Latin capital **A**.
- Enter for example **Letter A** to display all characters whose Unicode name is **Letter A** (e.g. **Latin A**, **Hiragana A**, **Katakana A**), whose Unicode name contains **Letter A** (e.g. the Hebrew/Arabic character **Letter Alef**).
- Always press the Enter key to start the search.
- Click the red **Close** button to remove all entries from the entry field.
- Limit your search using the popup menu **Code Charts**.
- Select the option **Any** if you want to display all the characters in a font.
- Select for example the option **Arrows** if you want to display all Unicode characters in a font that display arrows.

- Select for example the option **Thai** , if you want to display all Unicode characters in a font that display Thai characters.

Tips and Tricks:

- Place the mouse over the information symbol to establish which font system is supported by the selected font.
- Place the mouse over the required character to establish which UTF-8 or Unicode value or Unicode name a character possesses and to which Unicode range a character belongs.
- Select the command **Hide Font Variations** to switch off the calculation of all the available font variations, which costs a lot of computing time.

Managing Favorites

You can save frequently used characters as Favorites. In the program a number of characters have been defined as Favorites (e.g. quotation marks, Copyright symbol, etc.). You can extend the Favorites list at any time and also remove characters from the Favorites list.

Open Favorites list

1. In the popup menu **Code Charts**, select the option **Favorites** to display the Favorites.
2. In the popup menu **Code Charts**, select the option **Any** to display all the characters of a font again.

Note:

In the Favorites list, only those characters will be displayed that are available in the font selected. Therefore it may occur that additional or fewer Favorites will be displayed when you change the font.

Save single characters of a font as Favorites

1. In the popup menu **Code Charts**, select the option **Any** to display all the characters of a font again or select another option to limit the list.
2. Scroll through the palette until the required character is displayed.
3. Select the character required.
4. Choose the command **Add to Favorites** in the context menu.

Remove characters from the Favorites list

1. In the popup menu **Code Charts**, select the option **Favorites** to display just the Favorites.
2. Select the character required.
3. Choose the command **Remove from Favorites** in the context menu.