

# How to add and insert non-symbols in Word (Ø symbol in Word)

How to add and insert non-symbols in Word (Ø symbol). For technical people, the symbol phi (Ø) is a familiar symbol and is used every day. But on Word editing software, it only focuses on editing features, so special characters such as (Ø) are hard to find.

For technical people, the symbol phi (Ø) is a familiar symbol and is used every day. But on Word editing software, it only focuses on editing features, so special characters such as (Ø) are hard to find. In this article, Software Tips will guide you How to add and insert non-symbols in Word in many different ways.



## I. What is the symbol Phi (Ø)?

The Phi symbol has two different ways of writing:

1. **African capitalization:** (?)
2. **Lower case:** (?)

In technical drawings, the phi symbol is used to represent the diameters of a spherical and cylindrical section. The unit of phi depends on the drawer, usually: inches and mm.

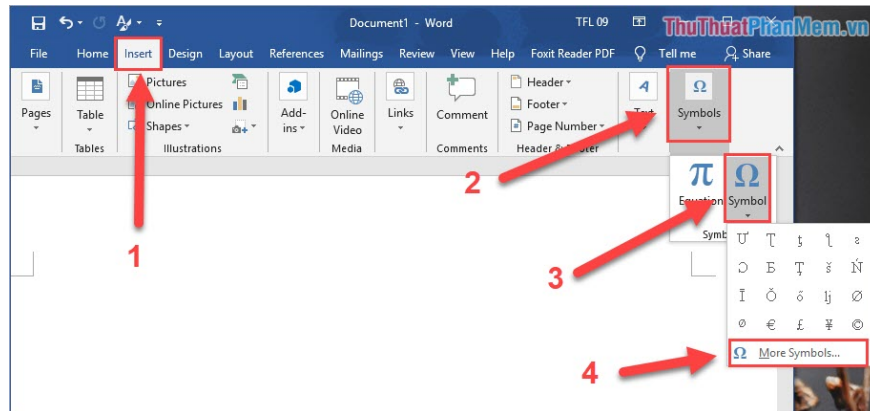
In physics, the symbol Ø is used to denote the initial phase of an object with harmonic oscillation or magnetic flux passing through an area unit.

## II. How to add and insert non-symbols in Word

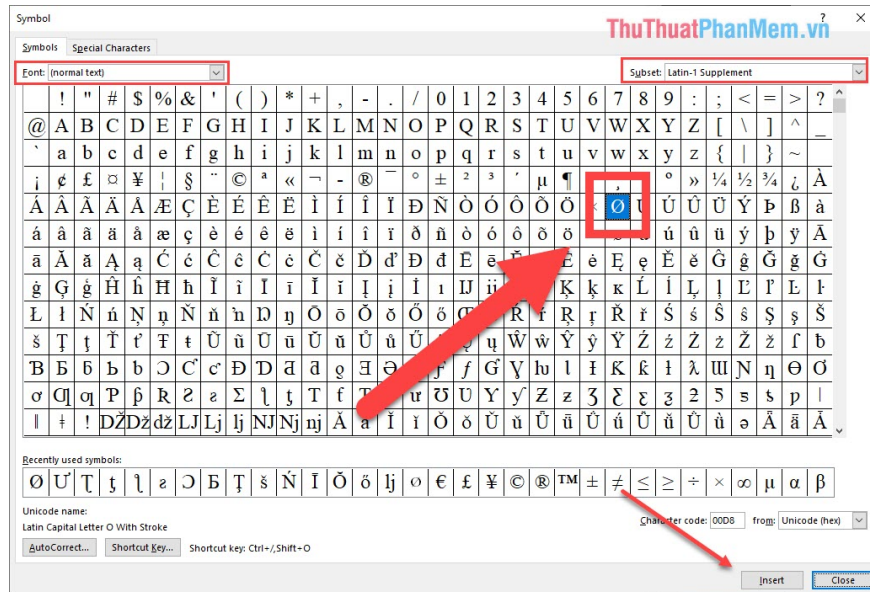
### Method 1: Add with special characters table

This way, you don't have to remember shortcuts, you just need to manipulate it manually. After the first operation, you will have special characters on the quick operation panel for the next use.

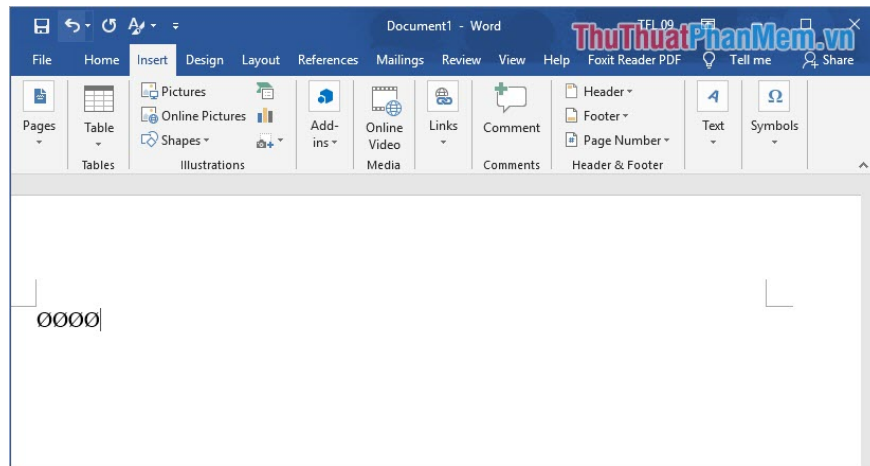
**Step 1:** You choose the **Insert** tab -> **Symbols** -> **Symbol** -> **More Symbols** .



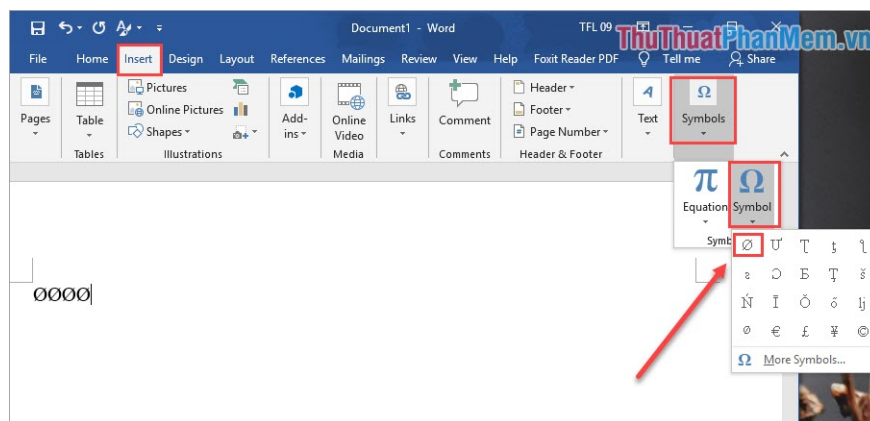
**Step 2:** Here you select **Font: Normal Text**, **Subset: Latin-1 Supplement** and then you search for the **Phi Ø** symbol and click **Insert** .



**Step 3:** Then on the Word page will have the Ø icon for you.



**Step 4:** The next time you want to use the **Phi Ø** symbol , you just choose **Insert -> Symbol -> Symbol -> Ø** and you 're done.



## Method 2: Add with shortcut

This method requires you to remember more information because it will use very fast operation. Knowing this way will save a lot of time.

**The symbol Ø**

**Shortcut keys**

**Result**

Alt 0216

Ø

**? symbol**

**Shortcut keys**

## Result

Alt 237

?

? symbol

## Shortcut keys

### Result

Alt 232

?

Ø symbol

## Shortcut keys

### Result

Alt 0248

ø

**Actions:** You press the key hold **ALT** and then press (without holding) the remaining numbers are finished.

In this article, Software Tips have been sent to you on how to write Phi Ø symbols in Word quickly and effectively. Good luck!

You finished reading the article "**How to add and insert non-symbols in Word (Ø symbol in Word)**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.