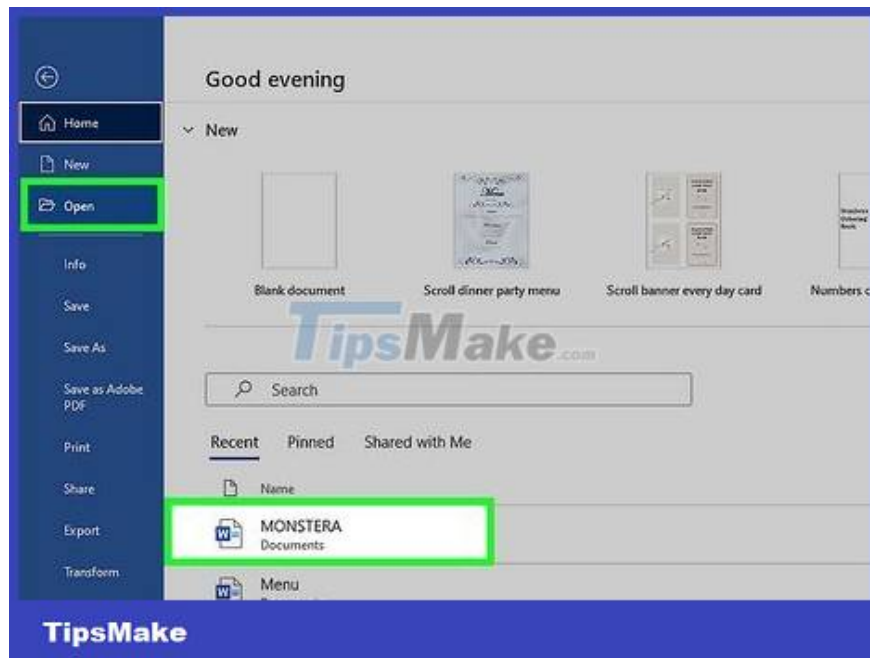


# How to Insert Symbols into Word Documents

Today's TipsMake will show you how to insert symbols (such as copyright symbols or division signs) into Microsoft Word documents. You can do this in Microsoft Word on both Windows and Mac.

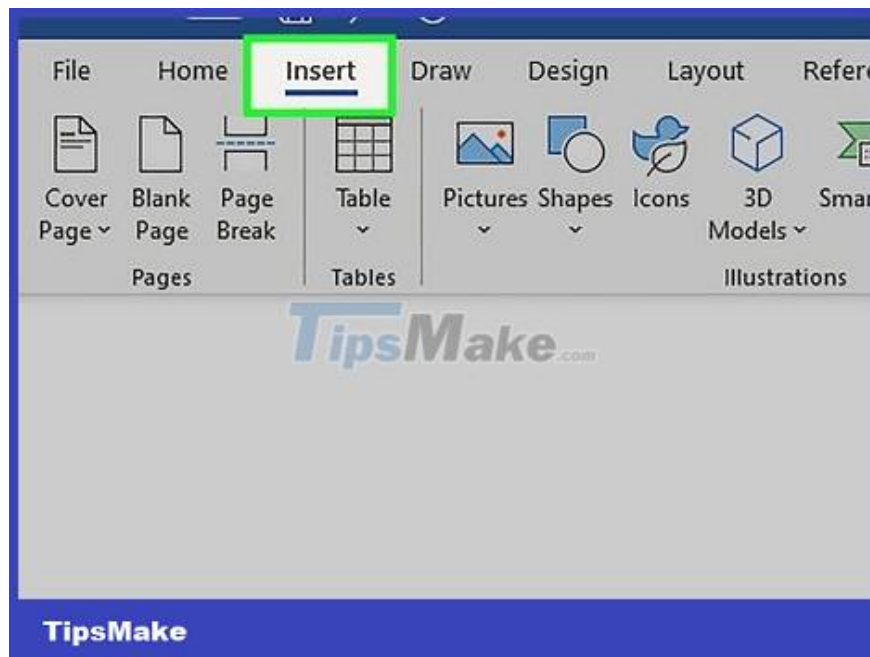
## On Windows



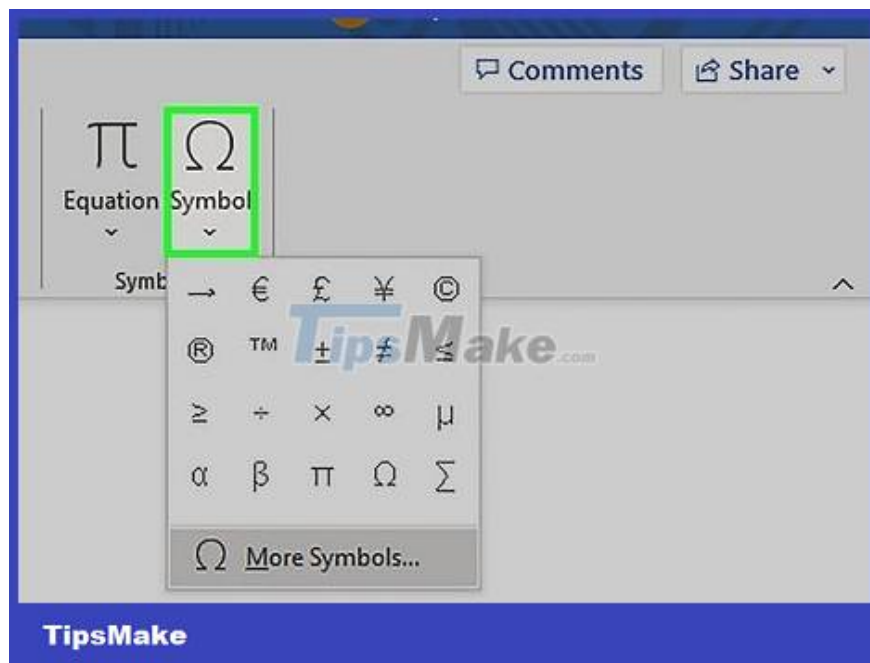
**Open the Microsoft Word document.** Double-click the Microsoft Word file, or open Microsoft Word and select the file from the home page. The final version of the file opens.



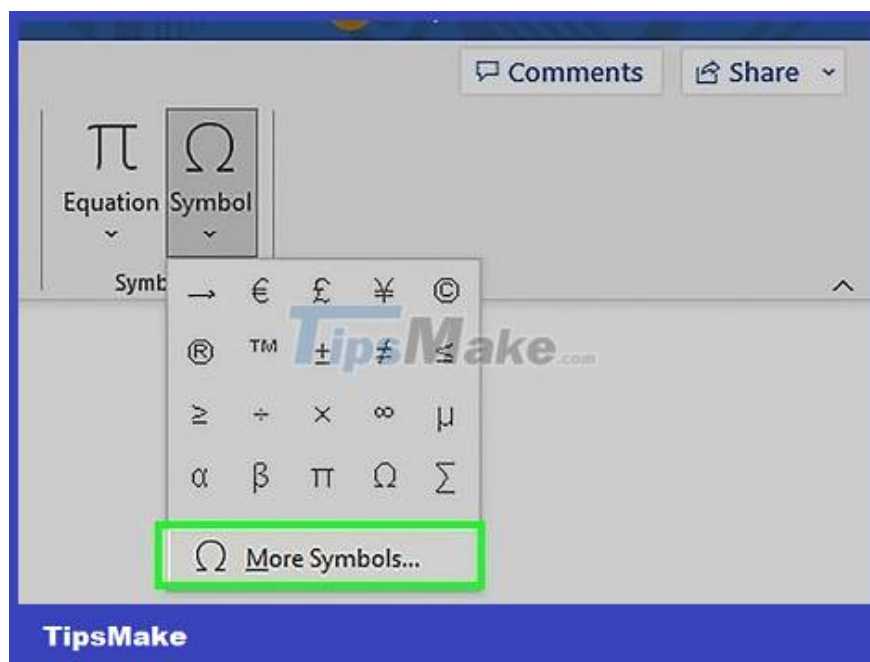
**Place the mouse pointer at the location where you want to insert the symbol and click.** This is where the symbol will be inserted.



**Click the Insert tab . It's in the upper left of the blue ribbon at the top of the Word window.**

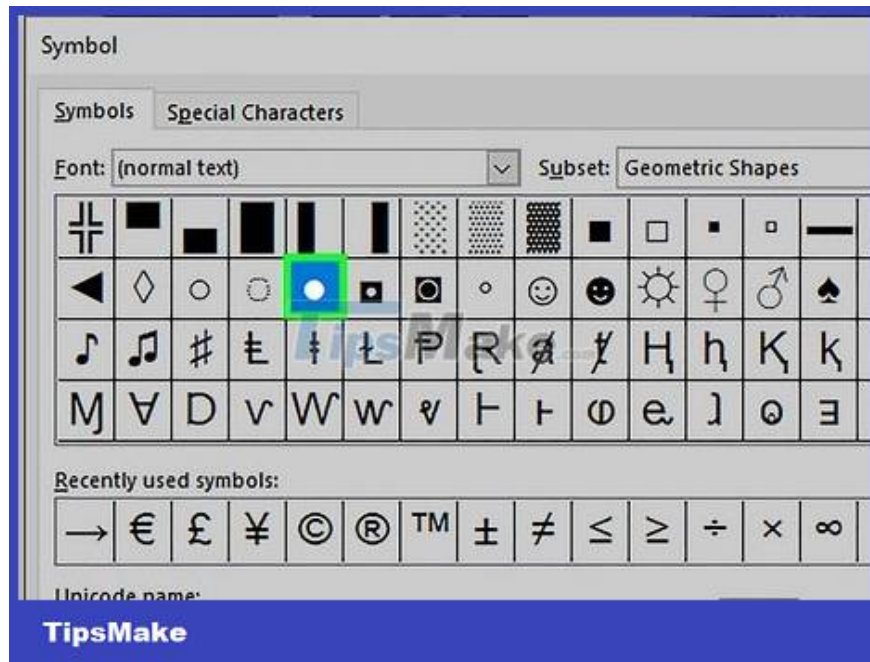


**Click Symbol . This option is to the right of the Insert toolbar . A menu will drop down.**



**Click More Symbols . It's at the bottom of the drop-down menu. The Symbol window will pop up.**

If the character you want to insert is in the drop-down menu, click it to insert it now.



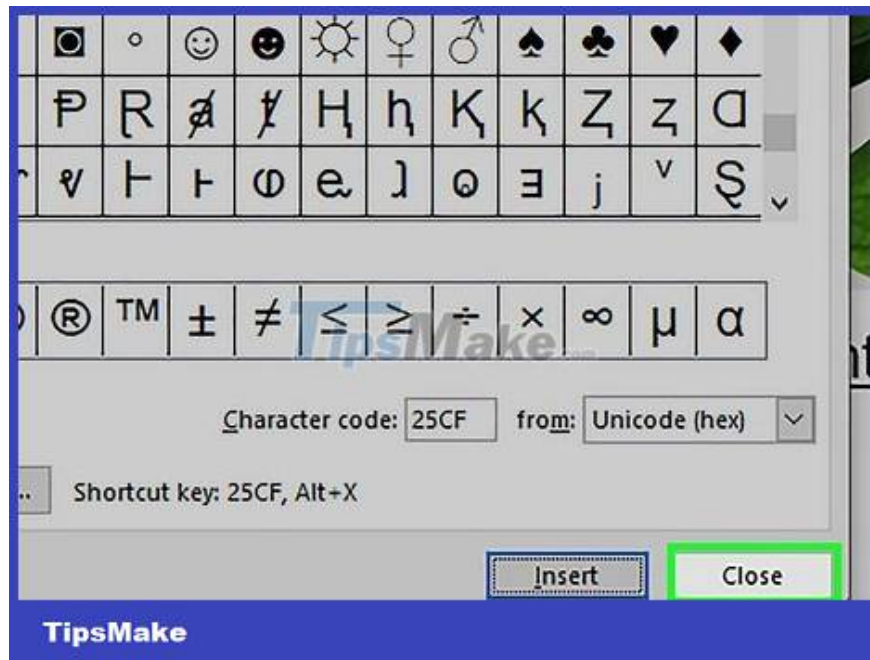
**Select the symbol to insert.** Just click on the symbol you want to insert. You can scroll through the available symbols by clicking the arrow  $\leftarrow$  or  $\rightarrow$  on the right side of the Symbol window.

You can also click the **Special Characters** tab at the top of the Symbol window to see more characters.



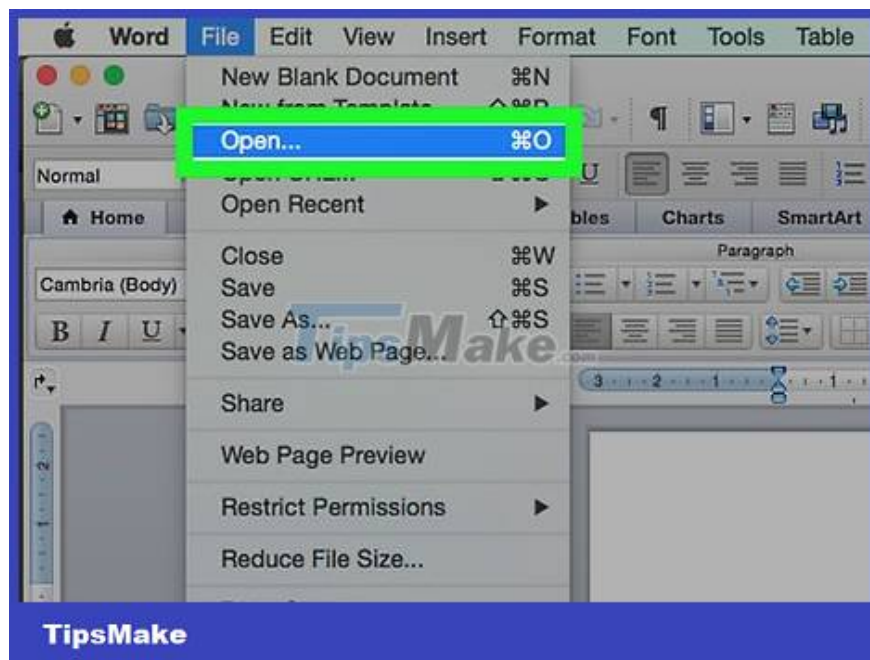
**Click the Insert button at the bottom of the Symbol window.** The character you select will be inserted at the position of the mouse pointer.

You can repeat this process with as many characters as you like.

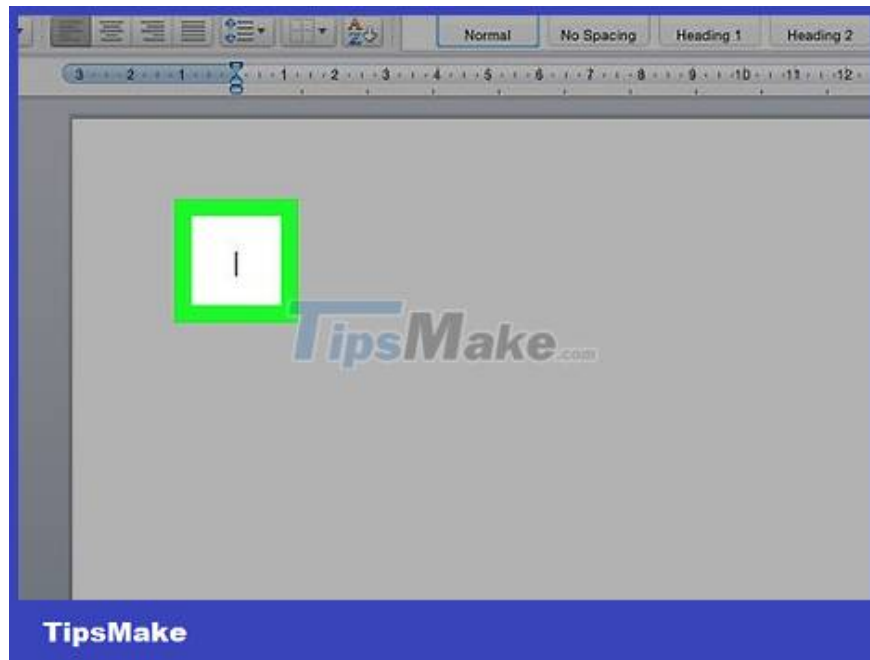


**Click Close at the bottom of the Symbol window.** The characters you just selected remain in the Microsoft Word document.

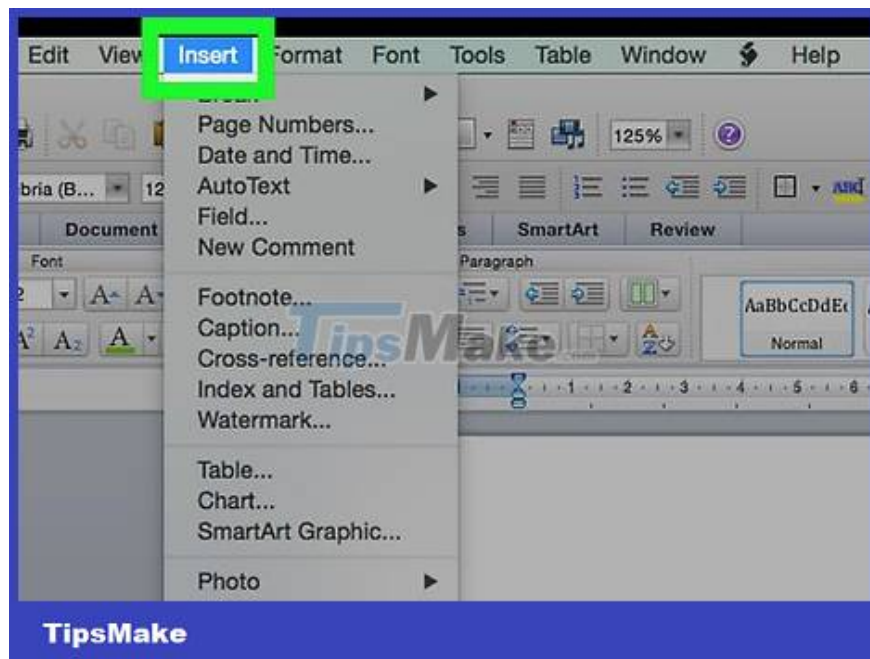
## On Mac



**Open the Microsoft Word document.** Double-click the Microsoft Word file, or open Microsoft Word and select the file from the home page. The final version of the file opens.

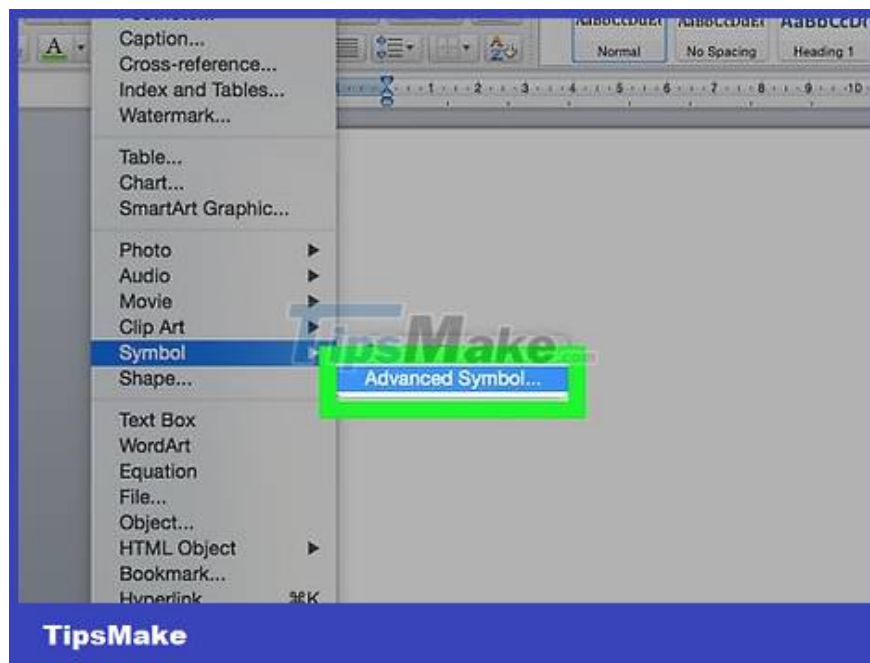


**Place the mouse pointer at the location where you want to insert the symbol and click.** This will be where the symbol will be inserted.

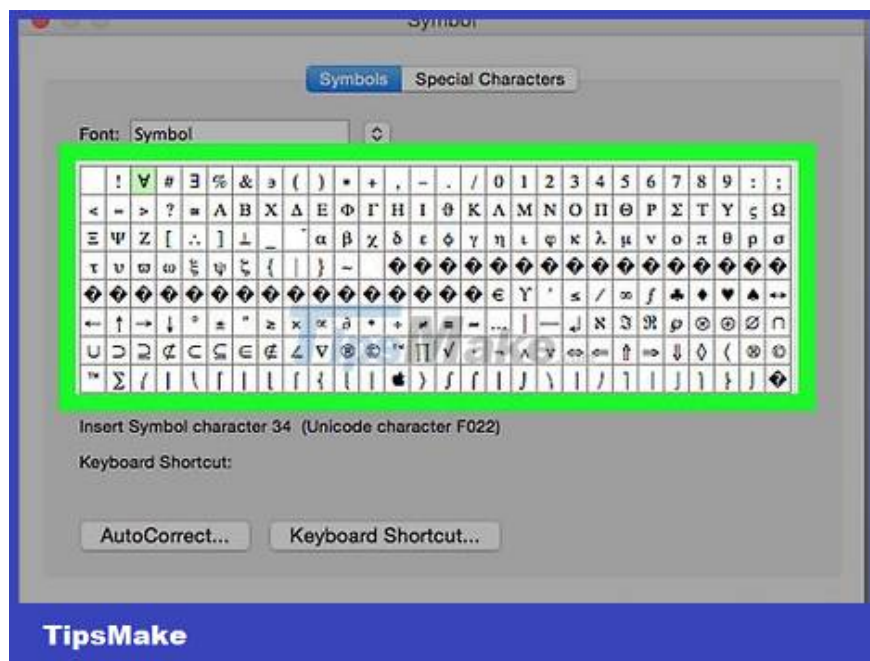


**Click the Insert tab in the upper left of the blue ribbon at the top of the Word window.**

Don't click the **Insert** menu in the bar at the top of your Mac screen.

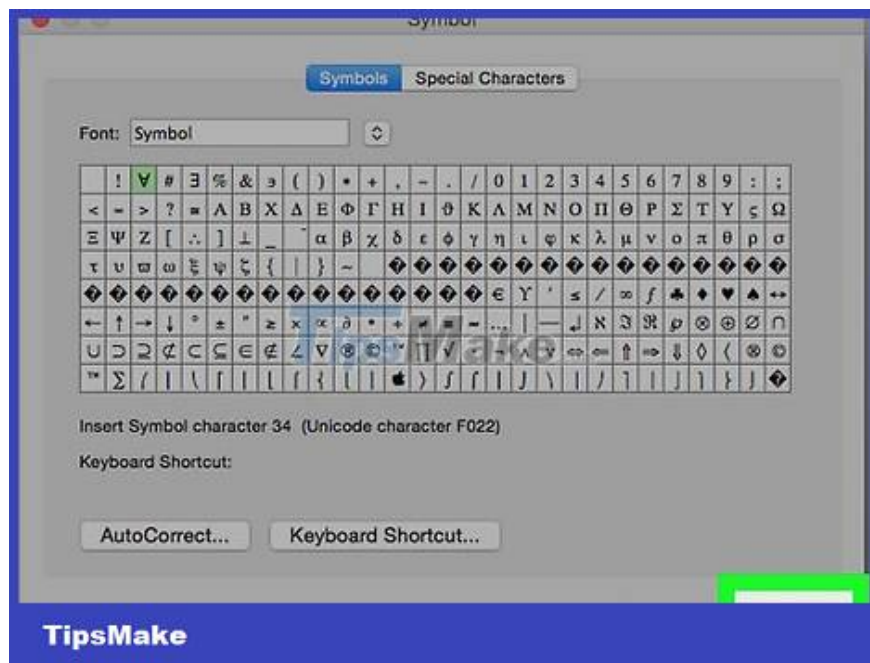


Click **Advanced Symbol** . This option is located to the right of the **Insert** toolbar . The Symbol window will open.



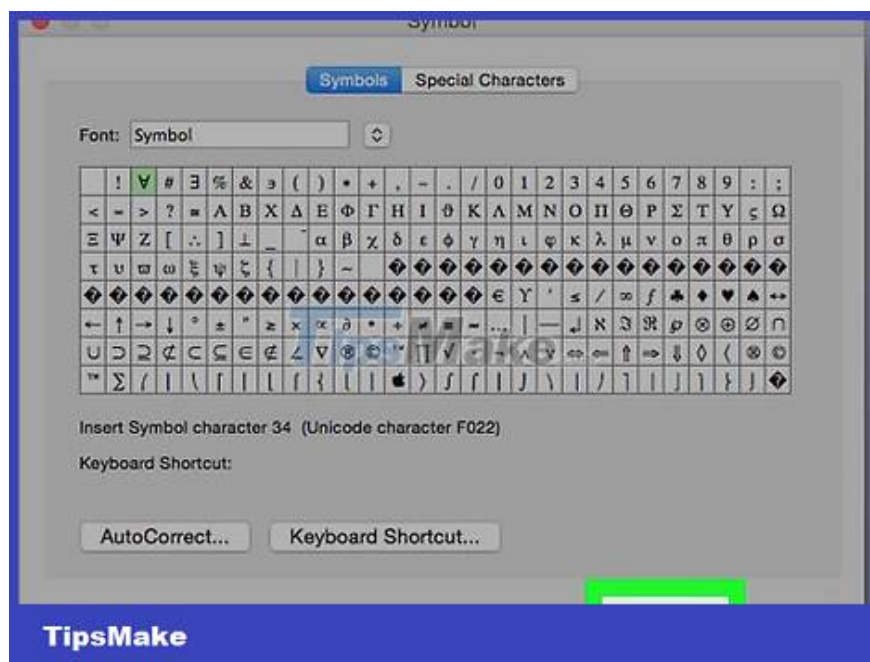
Select the symbol you want to insert. Click a symbol on the page to insert it.

You can also click the **Special Characters** tab at the top of the Symbol window to browse even more symbols.



Click **Insert** in the lower right corner of the **Symbol** window. The symbol will be inserted into the document.

You can insert as many characters as you like.



Click **Close** at the bottom of the **Symbol** window. The symbols you just selected will be in the Microsoft Word document.

You finished reading the article "**How to Insert Symbols into Word Documents**" 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.