

# How to use special characters

Special characters, accents and diacritical marks can be entered into an EndNote reference in the following way:

Use the Character Map, supplied with Windows, to copy and paste characters into your EndNote reference.

Click on **Start > Programs > Accessories > System Tools > Character Map**

- Select the **Arial/Times New Roman** or desired font, e.g. for scientific symbols, use Symbols font
- **Double-click** the character(s) needed.
- Click the **Copy** button.
- Return to your open EndNote reference, place your cursor where you want the character to go, then click on **Edit > Paste**  
**OR**
- You can drag-and-drop characters from the Character map window into your EndNote reference