

Mac OS X 10 Using the Keyboard Viewer and Character Palette

Use Keyboard Viewer to see the layout of characters on your keyboard for your chosen language. For example, if the U.S. is selected in the Input menu, you will see the characters that appear on a U.S. Keyboard in Keyboard Viewer.

To access Keyboard Viewer, or the Character Palette -

Choose Apple menu > System Preferences and click **International**.

- Click **Input Menu**, then select the checkbox next to Keyboard Viewer (or the Character Palette). Maybe both, as illustrated below (Figure 1).

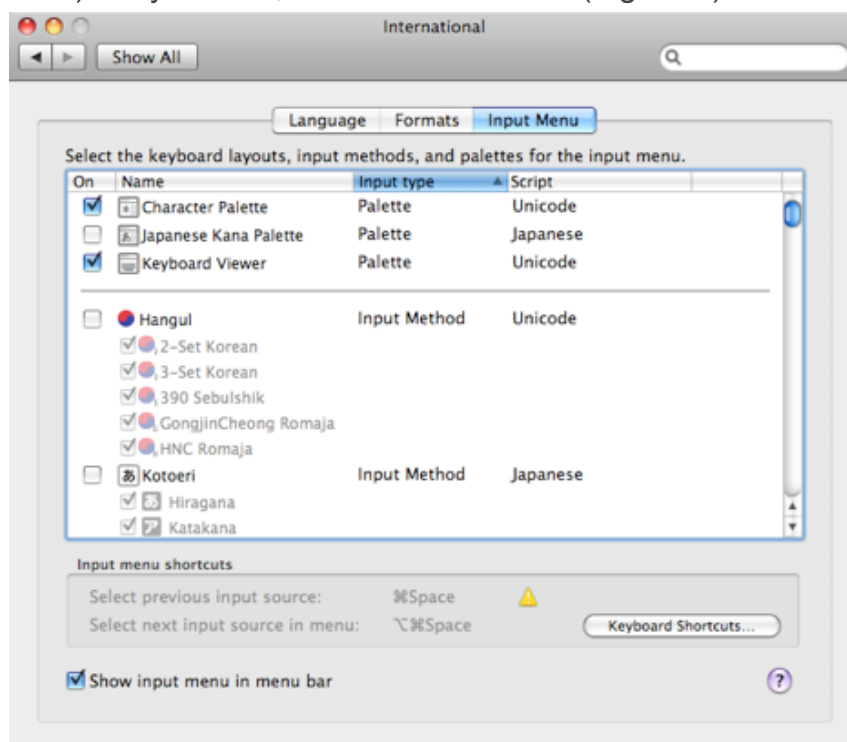


Figure 1

- Next, select the **On checkbox** next to the language(s) of the keyboard layouts you want to use. For the U.S. there are two USA Flag items in the list.
 - If you are using a desktop you most likely want to choose the US Extended.
 - If you are using a laptops keyboard, select the one marked US Flag.

Part 1 -- Using the Keyboard Viewer

- Then, choose **Show Keyboard Viewer** from the Input menu on the right side of the menu bar (the one that looks like a flag).

You can also use Keyboard Viewer to see and input characters used in languages other than your chosen language. To use other languages, open the International Window in System Preferences, then place a check-mark in the box to the left of the

language(s) you want to use.

- **Close this Window**, by pressing the **Red Close Button** at the top left side of the International Window (Figure 1).

Click on the Flag in the Finder Menu

Notice the Flag that appears in the Menu Bar at the right top side of the Desktop. Click on the Flag, and then click show Character Palette / Show Keyboard Viewer drop down Menu opens as shown below. As shown, it always indicates the current keyboard selected is U.S. Extended (see Figure 2).

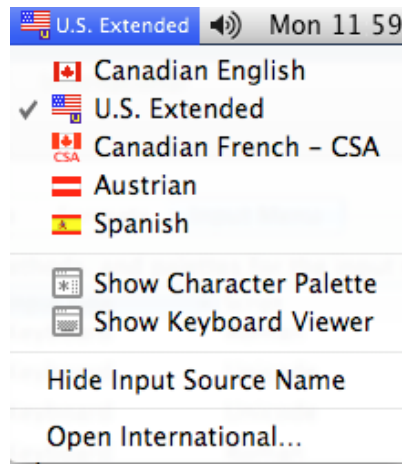


Figure 2

From the menu, choose Show Keyboard Viewer. A small window representing your Mac keyboard appears.

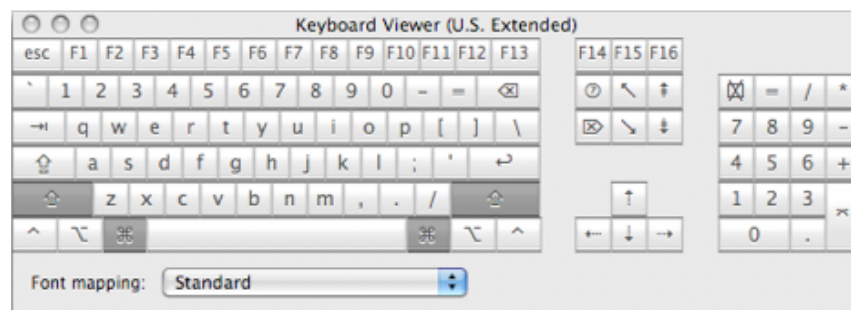


Figure 3

If the Keyboard Viewer is too small, click on the Expand button, the third button in the top left corner of the window. This is usually the Green Round Button at the upper left of the window. Under some circumstances it may appear as a gray, as shown in the Figure above.

As you press keys, their corresponding on-screen versions appear highlighted in this window. To view the special characters, simply hold down any **modifier key**, or combination of **keys**. The Command Key, Option Key, Shift key or sometimes the Control Key may be used as modifiers..

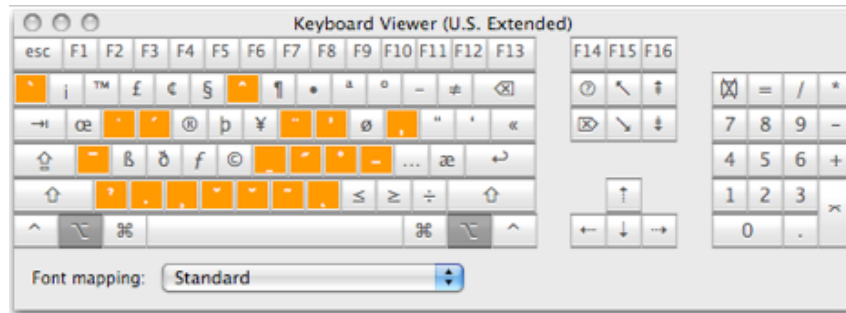


Figure 4

The **On-screen Keyboard** will show you the “**special characters**” available for that particular key (or for the combination of modifier keys if you’re holding down more than one). To test other typefaces, for a font, click on the Font Mapping at the bottom of the window and select another one.

Part 2 -- Using the Mac Character Palette

You can also use the built in character pallet to easily input characters into any document. If necessary, go to System Preferences > International > Input Menu > Show Input Menu Bar as shown on the lower left of Figure 1 above. Also place a check mark in the box for each of the languages that you plan to use in the palette. Close the International Window.



Figure 5

Note that the **Flag** for the currently selected language keyboard is always visible in the **Finder’s Menu Bar**. From this you now have ready access to the character pallet and to many input characters which you may not be able to find on a normal keyboard layout.

In Figure 6, notice that the toggle arrow before the word “Symbols” has been clicked to reveal many different classes of symbols. The Mac “Command” Symbol is not readily available, using standard keys. However, if you want to insert it into a document, it is really quite easy to do.

In your document, place the insertion cursor’s [|] beam at the correct location. Then open the Character Palette as described above. Next, click on the symbol that you want to insert into your document. Bingo! ⌘ And there it is in your document.

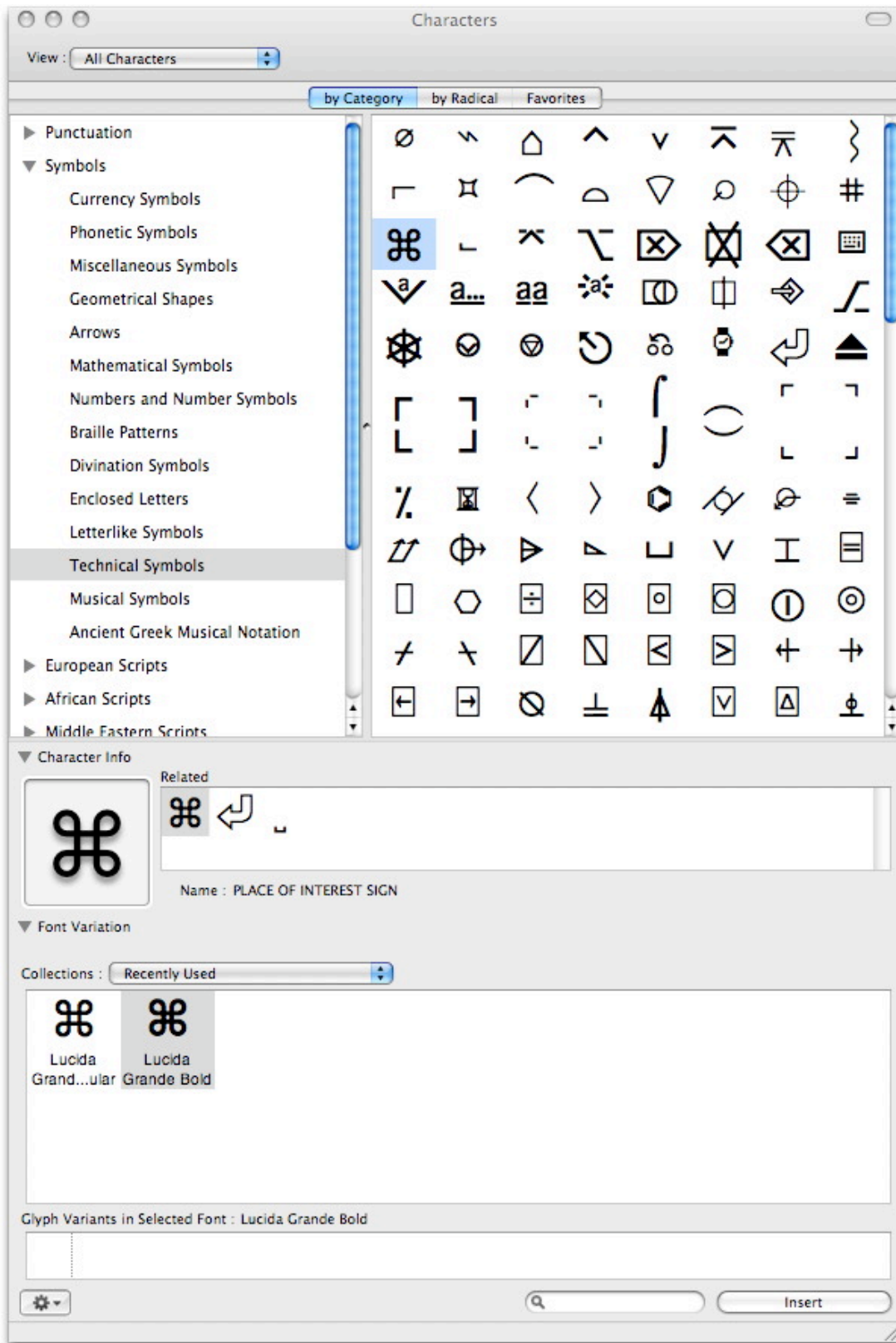


Figure 6

Hopefully you now can input difficult to find characters quickly and easily.

There are hundreds of characters displayed in the Character Palette. Spend a little time browsing through each of the categories.

Here are 2 links to the Apple - Pro - Techniques, that deal with *Special Characters, also known as Glyphs*.

The (Hidden) Glyphs Palette

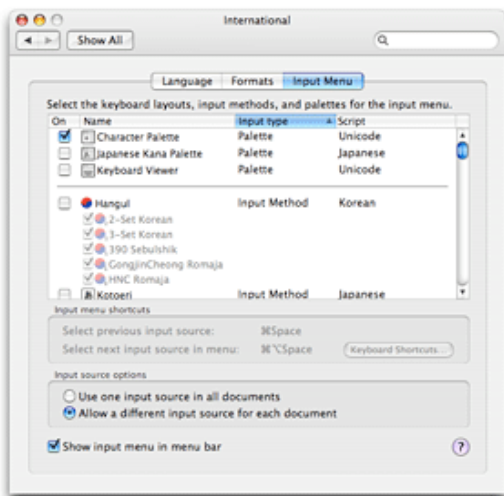
Fonts contain all sorts of characters — also called glyphs — that you may not actually be able to type on your keyboard, such as ornaments, fraction characters, and letters for foreign languages. Fortunately, Adobe InDesign, Adobe Illustrator, and QuarkXPress 7 all offer a glyph palette that lets you display every character in a font. But Photoshop users who want special characters shouldn't feel left out in the cold! Mac OS X offers its own glyphs palette — called the Character Palette — which gives all users the same features and even some additional options that InDesign and QuarkXPress users will want to use.

Finding the Character Palette

In order to use the Character Palette, you must first enable it.

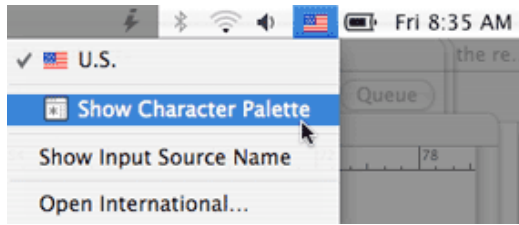
Step 1: Open System Preferences and click on the International icon.

Step 2: Click on the Input Menu panel and turn on the Character Palette checkbox



Step 3: Now close System Preferences. You should now have a flag icon in your menu bar representing your current keyboard country.

Step 4: Choose Show Character Palette from this menu to display the palette. It will float on top of whatever application you currently have open.



Here are 2 links to the Apple - Pro - Techniques, that deal with special characters (Glyphs). Read more by going to these web addresses.

Apple - Pro - www.apple.com/pro/techniques/glyphpalette/index2.html

Apple - Pro - www.apple.com/pro/techniques/glyphpalette/index3.html

You may benefit by browsing thru the various glyphs

Tips --
Green Apples and Beyond

© March 2009 - Ray Hicks