



# **Ventura Publisher**

## **Windows Edition 4.1**

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**Quick Reference Guide**



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### **Quick Reference Guide**



The rear cover of this Quick Reference Guide is coated to allow you to enter temporary notes and function key tag assignments using an erasable felt-tipped marker or grease pencil. DO NOT use an indelible (permanent) marker or ball point pen as these inks cannot be erased from the coating.

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## Keyboard Shortcuts

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### Functions

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Add frame, tag, or set font .....	Ctrl + 2
Assign function keys .....	Ctrl + K
Bring to front .....	Ctrl + A
Copy .....	Shift + Del
Cut .....	Del
Delete character to left of cursor .....	Backspace
Delete character to right of cursor .....	Del
Edit special item .....	Ctrl + D
Enlarged view .....	Ctrl + E
Fill attributes (graphics) .....	Ctrl + F
Go to page .....	Ctrl + G
Go to first page .....	Home
Go to last page .....	End
Go to next page .....	Pg Dn
Go to previous page .....	Pg Up
Interactive font sizing (highlighted text):	
Increase size by 1 point .....	Shift + ↑
Decrease size by 1 point .....	Shift + ↓
Interactive kerning (highlighted text):	
Looser .....	Shift + ←
Tighter .....	Shift + →
Line attributes (graphics) .....	Ctrl + L
Normal view .....	Ctrl + N
Paragraph tool .....	Ctrl + I
Paste .....	Ins
Print .....	Ctrl + H
Recall last dialog box .....	Ctrl + X
Redraw screen .....	Esc
Reduced view .....	Ctrl + R
Renumber chapter .....	Ctrl + B
Save .....	Ctrl + S
Select all (graphics) .....	Ctrl + Q
Selection tool .....	Ctrl + U
Send to back .....	Ctrl + Z
Show/hide tabs & returns .....	Ctrl + T
Show/hide Files list window .....	Ctrl + Y
Show/hide Tags list window .....	Ctrl + V
Show/hide Toolbox .....	Ctrl + W

Table tool .....	Ctrl + P
Text tool .....	Ctrl + O
Undo/Redo .....	Alt + BkSpc
Update tag list .....	Ctrl + K

## **Characters**

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Copyright © .....	Ctrl + Shift + C
Discretionary hyphen .....	Ctrl + Hyphen
Double quote, closed ” .....	Ctrl + Shift + ]
Double quote, opened “ .....	Ctrl + Shift + [
EM dash — .....	Ctrl + ]
EN dash – .....	Ctrl + [
Line break .....	Ctrl + Enter
Non-breaking space .....	Ctrl + Spacebar
Registered trademark ® .....	Ctrl + Shift + R
Spaces:	
EM space .....	Ctrl + Shift + M
EN space .....	Ctrl + Shift + N
Figure space .....	Ctrl + Shift + F
Thin space .....	Ctrl + Shift + T
Trademark ™ .....	Ctrl + Shift + 2

## **Keyboard/mouse combinations**

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Add multiple frame/graphics .....	Shift + drag
Constrain graphic .....	Alt + drag
Interactive cropping (picture) .....	Alt + drag
Layer selection (frame/graphics) .....	Ctrl + click
Multiple selection .....	Shift + click

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## **Text Attributes and Inserted Codes**

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### **Style**

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Bold weight type .....	<B>
Double Underline .....	<=>
Italics .....	<I>
Medium weight type .....	<M>
Overscore .....	<O>
Resume normal .....	<D>
Strike-through .....	<X>
Small .....	<S>
Subscript .....	<v>
Superscript .....	<^>
TrueType weights	
Thin .....	<W1>
Extra Light or Ultra Light .....	<W2>
Light .....	<W3>
Normal or Regular .....	<W4>
Medium .....	<W5>
Semi Bold or Demi Bold .....	<W6>
Bold .....	<W7>
Extra Bold or Ultra Bold .....	<W8>
Black or Heavy .....	<W9>
Underline .....	<U>

### **Color**

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*Begin color ( <i>nnn</i> =color #) .....	<C <i>nnn</i> >
(White=0, Black=1, Red=2, Green=3, Blue=4, Cyan=5, Yellow=6, Magenta=7)	
Reset to tag color .....	<C255>

### **Other attributes**

---

Change base line jump ( <i>nnn</i> =points) .....	<J <i>nnn</i> >
Change point size ( <i>nnn</i> =points) .....	<P <i>nnn</i> >
Change typeface ( <i>nnn</i> =font #) .....	<F <i>nnn</i> >
Kerning/tracking (except headers/footers) ( <i>nnn</i> =ems) .....	<% <i>nnn</i> >
Kerning/tracking (headers/footers) ( <i>nnn</i> =ems) .....	<K <i>nnn</i> >
Reset base line jump to normal .....	<J0>
Reset kerning to normal (except headers/footers) .....	<%0>

\*Color numbers 0 through 7 are predefined and cannot be changed. Color number 8 is reserved.  
Color numbers for defined colors can be determined by use of the Print Stylesheet option.

Reset kerning to normal (headers/footers) .....	<K-001>
Reset point size to normal .....	<P255>
Reset typeface to normal .....	<F255>

## **Other inserted text**

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Box (filled) .....	<\$B1>
Box (hollow) .....	<\$B0>
Cross-reference marker .....	<\$M[ <i>marker name</i> ]>
Cross-reference to current chapter number .....	<\$R[C#]>
Cross-reference to current page number .....	<\$R[P#]>
Cross-reference to frame: Caption text .....	<\$R[C*, <i>anchor name</i> ]>
Figure number .....	<\$R[F#, <i>anchor name</i> ]>
Table number .....	<\$R[T#, <i>anchor name</i> ]>
Cross-reference to marker: Chapter .....	<\$R[C#, <i>marker name</i> ]>
Page .....	<\$R[P#, <i>marker name</i> ]>
Section .....	<\$R[S*, <i>marker name</i> ]>
Cross reference to variable definition .....	<\$R[V*, <i>variable name</i> ]>
Discretionary hyphen .....	<->
Em space .....	<_>
En space .....	<~>
Equation .....	<\$Equation>
Figure space .....	<+>
Footnote .....	<\$Ftext>
Frame anchor: Above .....	<\$& <i>anchor name</i> [^]>
Automatically at anchor .....	<\$& <i>anchor name</i> [-]>
Below .....	<\$& <i>anchor name</i> [v]>
Fixed on same page .....	<\$& <i>anchor name</i> >
Hidden text .....	<\$!text>
Index .....	<\$IPrimary[ <i>Primary sort key</i> ]; Secondary[ <i>Secondary sort key</i> ]>
Index (See) .....	<\$SPrimary[ <i>Primary sort key</i> ]; Secondary[ <i>Secondary sort key</i> ]>
Index (See Also) .....	<\$APrimary[ <i>Primary sort key</i> ]; Secondary[ <i>Secondary sort key</i> ]>
Line break .....	<R>
Non-breaking space .....	<N>
Thin space .....	<I>
Variable definition .....	<\$V[ <i>variable name</i> ]substitute text>

## Table Codes

Command	Use and Example
@Z_TBL_BEG =	Place at the beginning of a table. <i>Example:</i> @Z_TBL_BEG =
COLUMNS( )	Defines the number of columns in the table. <i>Example:</i> COLUMNS(4)
DIMENSION( )	Defines the dimensions used for the parameters which follow. IN=inches; PT=points; CM=centimeters; PI=picas. You can locally override the global setting by placing these parameters directly after the parameter. <i>Example:</i> DIMENSION(IN)
COLWIDTHS(W1, W2, ... WN)	Defines the width of each cell within the table. E = variable width. <i>Example:</i> COLWIDTHS(.67,2.97,E1),
WIDTH( )	Optional parameter. Width of table if Custom is specified. <i>Example:</i> WIDTH(5.00)
INDENT( )	Optional parameter. Indent from left column if custom width is less than current column width. <i>Example:</i> INDENT(1.00)
ABOVE( )	Optional parameter. Space above the table. <i>Example:</i> ABOVE(.049)
BELLOW( )	Optional parameter. Space below the table. <i>Example:</i> BELLOW(.017)
VJTOP( )	Optional parameter. Vertical justification above the table. <i>Example:</i> VJTOP(.015)
VJBOT( )	Optional parameter. Vertical justification below the table. <i>Example:</i> VJBOT(.031)
HGUTTER( )	Optional parameter. Space between columns. <i>Example:</i> HGUTTER(.032)
VGUTTER( )	Optional parameter. Space between rows. <i>Example:</i> VGUTTER(.059)
BOX( )	Optional parameter. Tag to be used for ruling lines around. <i>Example:</i> BOX(Z_DOUBLE)
HGRID( )	Optional parameter. Tag to be used for ruling lines between rows. <i>Example:</i> HGRID(Z_SINGLE)

Command	Use and Example
VGRID( )	<p>Optional parameter. Tag to be used for ruling lines between columns.</p> <p><b>Example:</b> VGRID(Z_SINGLE)</p>
KEEP( )	<p>Breaks are allowed (OFF) or not allowed (ON).</p> <p><b>Example:</b> KEEP(OFF)</p>
RULE(Tag Name, Cell Range)	<p>Optional parameter(s). Defines ruling line override for any range in the cell. List all ruling line overrides at the beginning of table in one paragraph separated by commas.</p> <p><b>Example:</b> RULE(Z_HIDDEN,R9C2..R9C3)</p>
L0(Cell Range), L1(Range), L2(Range), L3(Range)	<p>Defines the line type override for a line or cell. If the specified range is a number of cells, attributes will apply only to the lines bordering the specified range.</p> <p>L0 = Hidden line, L1 = Single line, L2 = Double line, L3 = Thick line</p> <p><b>Example:</b> L0(R3C1..R5C5)</p>
@Z_TBL_HEAD = tag1, tag2, ..., tagn	<p>Defines the tags for each column in the header row.</p> <p><b>Example:</b> @Z_TBL_HEAD = TBL H1, TBL H2</p>
@Z_TBL_BODY = tag1, tag2, ..., tagn	<p>Defines the tags for each column in a row. Use before first non-header row and before any row whose tags are different from preceding row. A tag for each column must be specified.</p> <p><b>Example:</b> @Z_TBL_BODY = TBL T1, TBL T2</p>
C1, C2, C3, C4	<p>Data for each column in a row. Use a ^ character before the comma to indicate this cell is joined with the one above; + to indicate this cell is joined with cell to the right.</p> <p><b>Example:</b> 1, 2, 3, 4, 5, 6, ^, 8, 9, 10, 11, +, +</p>
<\$!Bnm>	<p>Set tint for cell. Tint appears at end of cell entry. <b>n</b> is color, <b>m</b> is pattern.</p> <p><b>Example:</b> 1b, 2b, 3b, 4b&lt;\$!B26&gt;</p>
@Z_TBL_END =	<p>Indicates the end of the table.</p> <p><b>Example:</b> @Z_TBL_END =</p>

## Equation Characters

The following tables list the commands used to generate special characters in the equation editor.

Special Characters	Result
,...,	,...,
...	...
!=	≠
+-	±
->	→
<-	←
<<	<
<=	≤
= =	≡
>=	≥
>>	>
approx	≈
cdot	.
ceiling	⌈
del	∂
floor	⌊
grad	∇
inf	∞
nothing	
partial	∂
prime	'
times	×
~	(space)
^	(thin space)

Greek Character Name	Greek Character
DELTA	Δ
EPSILON	Ε
GAMMA	Γ
LAMBDA	Λ
OMEGA	Ω
PHI	Φ
PI	Π
PSI	Ψ
SIGMA	Σ
THETA	Θ
UPSILON	Υ
XI	Ξ
alpha	α
beta	β
chi	χ
delta	δ
epsilon	ε
eta	η
gamma	γ
iota	ι

Greek Character Name	Greek Character
kappa	$\kappa$
lambda	$\lambda$
mu	$\mu$
nu	$\nu$
omega	$\omega$
omicron	$\circ$
phi	$\phi$
pi	$\pi$
psi	$\psi$
rho	$\rho$
sigma	$\sigma$
tau	$\tau$
theta	$\theta$
upsilon	$\upsilon$
xi	$\xi$
zeta	$\zeta$

## Diacritical marks

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To place a diacritical mark above a lower case letter, type the following commands in all lower case (e.g., x hat to get  $\hat{x}$ ). To place the diacritical mark above an upper case letter, type the command with the first letter capitalized (e.g., X Hat to get  $\hat{X}$ ).

Command	Example	Result
bar	xyz bar	$\overline{xyz}$
dot	xyz dot	$\dot{xyz}$
dotdot	xyz dotdot	$\ddot{xyz}$
dyad	xyz dyad	$\ddot{\mathbf{xyz}}$
hat	xyz hat	$\hat{xyz}$
tilde	xyz tilde	$\tilde{xyz}$
under	xyz under	$\underline{xyz}$
vec	xyz vec	$\vec{xyz}$

## Equation commands

Command	Result
<b>Example</b>	
{ and }	
text~roman{text}	<i>text</i> <i>text</i>
/	
x~~=a/b	$x = a/b$
<b>above</b>	
(see <i>pile</i> )	
<b>back</b>	
y back 120 x	$x$ $y$
<b>ccol</b>	
(see <i>matrix</i> )	
<b>color</b>	
This~is~ color 2 RED~text	<i>This is RED text</i>
<b>cpile</b>	
(see <i>pile</i> )	
<b>down</b>	
y down 100 x	$y$ $x$
<b>fat</b>	
This~is fat FAT~text	<i>This is FAT text</i>
<b>font</b>	
This~is font 2 Helvetica	<i>This is Helvetica</i>
<b>from</b>	
(see <i>sum</i> )	
<b>fwd</b>	
y fwd 100 x	$y$ $x$
<b>int</b>	
int sub 0 sup inf {^1 over x^dx}	$\int_0^\infty \frac{1}{x} dx$
<b>inter</b>	
C~~=A inter B	$C = A \cap B$
<b>italic</b>	
cos ( theta )~or~ italic cos ( theta )	$\cos(\theta)$ or $\text{cos}(\theta)$
<b>lcol</b>	
(see <i>matrix</i> )	
<b>left</b>	
left {text right}	{text}
<b>lineup</b>	
(see <i>mark</i> )	
<b>lpile</b>	
(see <i>pile</i> )	

Command	Result
<b>Example</b>	
<b>mark</b>	
y sub n+1~mark =~y sub n <sup>^</sup> + <sup>^</sup> 1	$y_{n+1} = y_n + 1$
y sub 0~lineup =~0	$y_0 = 0$
<b>matrix</b>	$\begin{matrix} a & c \\ b & d \end{matrix}$
matrix {ccol{a above b}~ccol {c above d}}	
<b>over</b>	$\frac{a}{b+c}$
a over {b <sup>^</sup> + <sup>^</sup> c}	
<b>pile</b>	$\begin{array}{ll} 0 & x < 0 \\ 2x & 0 \leq x \leq 1 \\ 0 & 1 < x \end{array}$
rpile { 0 above 2x above 0 }~lpile { x < 0 above 0 <= x <= 1 above 1 < x }	
<b>prod</b>	$\prod_{i=1}^{\infty} X_i$
prod from {i=~=-1} to inf~ X sub i	
<b>recol</b>	
(see <i>matrix</i> )	
<b>right</b>	{text}
left {text right}	
<b>roman</b>	This is ROMAN
This~is~ roman ROMAN	
<b>rpile</b>	
(see <i>pile</i> )	
<b>size</b>	This is 12point
This~is~ size 12 {12 point}	
<b>sqrt</b>	$\sqrt{x^2 + y^2}$
sqrt {x sup 2 <sup>^</sup> + <sup>^</sup> y sup 2}	
<b>sub</b>	$a_{b_c}$
a sub b sub c	
<b>sum</b>	$\sum_{i=1}^{\infty} X_i$
sum from {i=~=-1} to inf~ X sub i	
<b>sup</b>	$a^c$
a sup b sup c	
<b>symbol</b>	$\cos(\phi) + \sin(\gamma)$
cos ( symbol f )~+~sin ( symbol b )	
<b>to</b>	
(see <i>sum</i> )	
<b>union</b>	$C = A \cup B$
C~=-A union B	
<b>up</b>	$x$
y up 100 x	$y$

## Buttons

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	Add new tag (frame)		Headers & footers
	Add new tag (paragraph)		Image settings
	Alignment		Index entry
	Anchors & captions		Insert column (table)
	Attribute overrides		Insert/edit table
	Auto-numbering		Insert page/remove page
	Box character		Insert row (table)
	Breaks		Join table cells
	Bring graphic to front		Line attributes (graphics)
	Copy		Load different style
	Cross reference		Load text/picture
	Cut		Manage publication
	Define colors		Manage width table
	Edit table settings		Margins & columns
	Equation		Marker
	File type/rename		New
	Fill attributes (graphics)		Open chapter
	Footnote		Page size & layout
	Font		Paste
	Frame anchor		Paragraph typography
	Frame background		Print
	Frame typography		Printer setup
	Go to page		Remove text/file
	Grid settings		Repeating frame

	Revert to saved		Send graphic to back
	Ruling box around frame		Set table cell tint
	Ruling box around paragraph		Set table cells to default line
	Ruling line above frame		Set table cells to double line
	Ruling line above paragraph		Set table cells to hidden line
	Ruling line below frame		Set table cells to single line
	Ruling line below paragraph		Set table cells to thick line
	Save		Set table column width
	Save as		Show on all/this page(s)
	Save style as		Sizing & scaling
	Search and replace		Spacing
	Select all (graphics)		Special effects
	Selected text - bold		Spell check
	Selected text - dbl. underline		Split table cells
	Selected text - font attributes		Tab – center
	Selected text - initial cap.		Tab – decimal
	Selected text - italic		Tab – left
	Selected text - lower case		Tab – right
	Selected text - normal		Tab settings
	Selected text - overscore		Table (insert special item)
	Selected text - small capitals		Undo/Redo
	Selected text - strike-thru		Update tag list (frame)
	Selected text - superscript		Update tag list (paragraph)
	Selected text - subscript		Variable definition
	Selected text - underline		Vertical rules
	Selected text - uppercase		

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## Ventura Publisher Character Set

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Ventura Publisher includes two character sets:

- An international character set which includes characters for many languages, including English, Spanish, French, and Italian.
- A symbol character set which includes mathematics and Greek characters which can be used for simple formulas and equations.

Not all of these characters can be typed directly from the keyboard. Characters not available on your keyboard can be entered from inside Ventura Publisher by holding down the **Alt** key and then typing the **ANSI** equivalent for that character, or by entering the **Decimal** code into the text file using your word processor. The tables on the following pages show both the decimal and ANSI equivalents. Ventura Publisher provides a number of shortcut keyboard entries for more commonly used symbols (e.g., © and ®). It is recommended that you use these shortcut entries instead of the ANSI code whenever possible. Refer to the Reference Guide for a complete listing of the shortcut characters provided by Ventura Publisher.

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### ANSI code

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Windows reads all keyboard entries as ANSI code characters and passes the code to Ventura Publisher. To enter characters not available on the keyboard, press the **Alt** key and enter the ANSI equivalent of the desired character. You must enter the full ANSI code as it is listed in the table on the following pages.

-  The ANSI code must be entered using the numeric keypad.  
The ANSI code cannot be entered using the number keys across the top of the keyboard.

The ANSI code character set is used only when entering characters from the keyboard while you are in Ventura Publisher. It is important to note that a character entered into a chapter file using the **Alt + ANSI** code combination will be translated to the decimal code equivalent of that character when the text file is saved. For example, to enter an accented lowercase E (é) from the keyboard while in Ventura Publisher, you would press and hold the **Alt** key and enter the ANSI code 0233 on the keyboard number pad. When the text file is saved and opened in your word processor, the ANSI code (0233) entered inside Ventura Publisher, is saved in the text file as the decimal equivalent and appears as <130>.

## **Decimal code**

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Ventura Publisher uses the decimal code character set when reading and interpreting characters entered into a text file in a word processor. These characters are entered into your text file by enclosing the decimal equivalent of the desired character in brackets. When the text file is read into Ventura Publisher, the decimal numbers contained in brackets are converted to the corresponding character. Use the decimal code only when entering these characters directly into the text file using your word processor.

When using your word processor to enter foreign characters and other characters above decimal 127, you must enter these characters by using the < > codes, as explained in Appendix D of the Reference Guide. For word processors which support foreign characters, Ventura Publisher will accept these characters without placing numbers inside of < >. However, the decimal equivalent of these characters must be less than 169, and the foreign characters in your word processor must have the same decimal equivalents as those shown on the following pages. For characters above 169, use the decimal code inside of brackets (e.g., <185> for §).

Decimal	ANSI	Internat'l	Symbol	Dingbat	Wingding
1-31		not used			
32	032		space		
33	033	!	!	✂	-pencil
34	034	"	∀	✂	scissors
35	035	#	#	✂	scissors
36	036	\$	Ξ	✂	curlybrace
37	037	%	%	☎	bell
38	038	&	&	⌚	book
39	039	'	϶	☰	candle
40	040	(	(	✈	phone
41	041	)	)	✉	⌚
42	042	*	*	👉	✉
43	043	+	+	👉	✉
44	044	,	,	🐰	bag
45	045	-	-	✍	envelope
46	046	.	.	✎	envelope
47	047	/	/	✎	envelope
48	048	0	0	✎	file
49	049	1	1	♾	file
50	050	2	2	❖	file
51	051	3	3	✓	file
52	052	4	4	✓	file
53	053	5	5	✗	file
54	054	6	6	✗	hourglass
55	055	7	7	✗	fax
56	056	8	8	✗	mouse
57	057	9	9	✚	camera
58	058	:	:	✚	laptop
59	059	;	;	✚	mail
60	060	<	<	✚	floppy
61	061	=	=	†	disk
62	062	>	>	†	⌚
63	063	?	?	†	pen
64	064	@	Ξ	✖	scissors
65	065	A	A	✡	victory
66	066	B	B	✚	hand
67	067	C	X	✚	hand

Decimal	ANSI	Internat'l	Symbol	Dingbat	Wingding
68	068	D	Δ	◆	↖
69	069	E	Ε	❖	→
70	070	F	Φ	◆	→
71	071	G	Γ	❖	↑
72	072	H	Η	★	♫
73	073	I	Ι	☆	✋
74	074	J	ϑ	★	😊
75	075	K	Κ	☆	☺
76	076	L	Λ	☆	☹
77	077	M	Μ	☆	●*
78	078	N	Ν	☆	☠
79	079	O	Ο	☆	‡
80	080	P	Π	☆	☛
81	081	Q	Θ	*	✈
82	082	R	Ρ	*	☀
83	083	S	Σ	*	💧
84	084	T	Τ	*	*%
85	085	U	Υ	*	✚
86	086	V	Ϛ	*	✚
87	087	W	Ω	*	⊕
88	088	X	Ξ	*	✖
89	089	Y	Ψ	*	✡
90	090	Z	Ζ	*	☽
91	091	[	[	*	◐
92	092	\	⋮	*	ॐ
93	093	]	]	*	☸
94	094	^	⊥	*	γ
95	095	-	-	✿	♉
96	096	'	-	✿	♊
97	097	a	α	✿	♋
98	098	b	β	✿	♌
99	099	c	χ	*	♍
100	0100	d	δ	*	♎
101	0101	e	ε	*	♏
102	0102	f	φ	*	♐
103	0103	g	γ	*	♑
104	0104	h	η	*	♒

Decimal	ANSI	Internat'l	Symbol	Dingbat	Wingding
105	0105	i	ι	*	ℳ
106	0106	j	φ	*	ε̄
107	0107	k	κ	*	&
108	0108	l	λ	●	●
109	0109	m	μ	○	○
110	0110	n	ν	■	■
111	0111	o	ο	□	□
112	0112	p	π	□	□
113	0113	q	θ	□	□
114	0114	r	ρ	□	□
115	0115	s	σ	▲	◆
116	0116	t	τ	▼	◆
117	0117	u	υ	◆	◆
118	0118	v	ϖ	❖	❖
119	0119	w	ω	▷	◆
120	0120	x	ξ		☒
121	0121	y	ψ		☒
122	0122	z	ζ	█	⌘
123	0123	{	{	‘	✿
124	0124			’	✿
125	0125	}	}	“	“
126	0126	~	~	”	”
127	0127	•		□	
128	0199	Ç		.	.
129	0252	ü	Ÿ	ƒ	○
130	0233	é	'	⋮	○
131	0226	â	≤	⋮	○
132	0228	ä	/	♥	○
133	0224	à	∞	♦	○
134	0229	å	f	♣	○
135	0231	ç	₩	✿	▪
136	0234	ê	♦	♣	□
137	0235	ë	♥	♦	▲
138	0232	è	♠	♥	✚
139	0239	ï	↔	♠	★
140	0238	î	←	①	★
141	0236	ì	↑	②	*

Decimal	ANSI	Internat'l	Symbol	Dingbat	Wingding
142	0196	Ä	→	③	★
143	0197	Å	↓	④	※
144	0201	É	◦	⑤	㊥
145	0230	æ	±	⑥	㊥
146	0198	Æ	”	⑦	◇
147	0244	ô	≥	⑧	□
148	0246	ö	×	⑨	◊
149	0242	ò	∞	⑩	★
150	0251	û	∂	①	☆
151	0249	ù	•	②	⌚
152	0255	ÿ	÷	③	⌚
153	0214	Ö	≠	④	⌚
154	0220	Ü	≡	⑤	⌚
155	0162	¢	≈	⑥	⌚
156	0163	£	...	⑦	⌚
157	0165	¥		⑧	⌚
158	0164	¤	—	⑨	⌚
159	0136	f	└	⑩	⌚
160	0225	á	¤	①	⌚
161	0237	í	§	②	⌚
162	0243	ó	₹	③	⌚
163	0250	ú	ø	④	⟲
164	0241	ñ	⊗	⑤	⟲
165	0209	Ñ	⊕	⑥	⟲
166	0170	¤	∅	⑦	⟲
167	0186	¤	∩	⑧	⟲
168	0191	¿	∪	⑨	⟲
169	0147	“	⊸	⑩	⟲
170	0148	”	⊴	①	⟲
171	0139	‘ *	¤	②	❖
172	0155	’ *	¤	③	❖
173	0161	í	⊆	④	❖
174	0171	«	∈	⑤	❖
175	0187	»	€	⑥	❖
176	0227	ã	∠	⑦	❖
177	0245	õ	▽	⑧	❖
178	0216	Ø	®	⑨	❖

Decimal	ANSI	Internat'l	Symbol	Dingbat	Wingding
179	0248	ø	©	⑩	⌚
180	0156	œ *	™	→	⌚
181	0140	Œ *	∏	→	⌚
182	0192	À	√	↔	⌚
183	0195	Ã	.	↑↓	⌚
184	0213	Ó	¬	↘	⌚
185	0167	§	^	→	⌚
186	0135	‡ *	∨	↗	⌚
187	0134	† *	↔	→	⌚
188	0182	¶	⇐	→	⌚
189	0169	©	↑↑	→	⌚
190	0174	®	⇒	→	⌚
191	0153	™	↓↓	➡	⌚
192	0132	,	◊	➡➡	→
193	0133	...	<	➡	↑
194	0137	% *	®	➤	↓
195	0149	• *	©	➤	↖
196	0150	-	™	➤	↗
197	0151	—	Σ	⬅	↙
198	0176	°	(	➡	↘
199	0193	Á		➡	⬅
200	0194	Â	(	➡	→
201	0200	È	Γ	➡	↑
202	0202	Ê		➡	↓
203	0203	Ë	L	➡	↖
204	0204	Ì	{	➡	↗
205	0205	Í	{	◊	↖
206	0206	Î		◊	↘
207	0207	Ï		➡	⬅
208	0210	Ò			➡
209	0211	Ó	)	➡	↑
210	0212	Ô	∫	⌚	↓
211	0138	Š *	ƒ	➡➡	↔
212	0154	š *		↘	↕
213	0217	Ù	J	➡➡	⌚
214	0218	Ú	)	↗	⌚
215	0219	Û		↘	⌚

<b>Decimal</b>	<b>ANSI</b>	<b>Internat'l</b>	<b>Symbol</b>	<b>Dingbat</b>	<b>Wingding</b>
216	0159	ÿ *	)	➤	□
217	0223	Þ	]	↗	□
218	0128			→	□
219	0129		]	●➤	✗
220	0130		\	➤➤	✓
221	0131		{	➤➤	☒
222	0141		J	⇒	☑
	0142				田

\* In order to access these characters using the ANSI code, you must have Adobe Type Manager (version 2.0 or above), Bitstream FaceLift (version 2.0 or above) or TrueType fonts installed and active.



**Ventura Software Inc.**  
**15175 Innovation Drive**  
**San Diego, CA 92128**

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## Notes

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## Function Key Tag Assignment

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Style Sheet Name: \_\_\_\_\_

F2: \_\_\_\_\_ F3: \_\_\_\_\_

F4: \_\_\_\_\_ F5: \_\_\_\_\_

F6: \_\_\_\_\_ F7: \_\_\_\_\_

F8: \_\_\_\_\_ F9: \_\_\_\_\_

F11: \_\_\_\_\_ F12: \_\_\_\_\_