

## 6.1 CHARACTERS

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### 6.1.1 Entering all characters

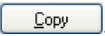
The characters, which you can enter, are dependent upon the operating system you are using (Windows, Linux, Mac, etc.) and the keyboard, which is installed on your personal computer.

Windows users can use Windows Character Map to enter diacritical characters, which cannot be found on the keyboard. If you are using Windows XP, the procedure (of entering diacritical characters) is as follows<sup>1</sup>:

#### *Procedure*

1. Click on  in the task bar.
2. Point the mouse pointer to **All Programs / Accessories / System Tools / Character Map** and click.

The **Character Map** window will open. Every font contains a different character set, so make sure to select the desired font first and then select the character. Click on the character to select it, then click .

3. Click .
4. Activate the COBISS3 software window (click anywhere in the window or click the button with the name of the window in the task bar).
5. Select entry field and point the mouse pointer to the spot where you wish to enter the selected character.
6. To enter the character, press the key combination <Ctrl> + <V>.



Note:

*In the Windows environment, the value under “Regional and Language Options” must be set to Slovenian.*

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### 6.1.2 Entering COBISS characters

The software enables entering and searching for data that contains letters from the extended Latin script (haceks, apostrophes, etc).

#### *Procedure*

1. In the editor or search window, activate the entry field and point the mouse pointer where you wish the character or string of characters to be placed.

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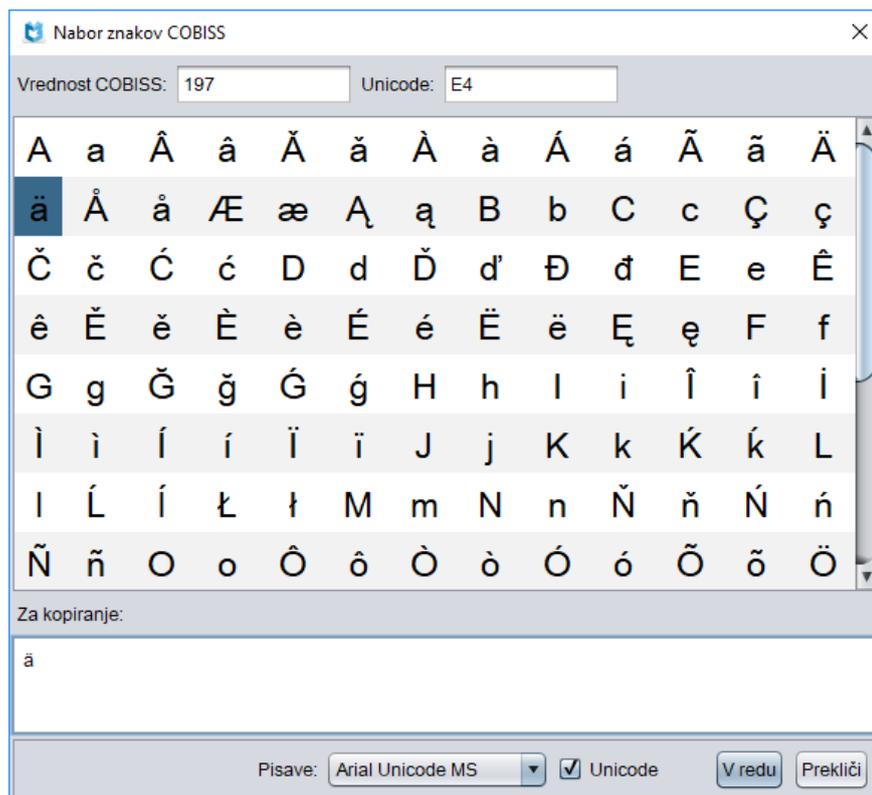
<sup>1</sup> If you are using another Windows operating system, step 2 of the procedure differs slightly.

2. Press <Ctrl> + <S>.

The **COBISS character set** window containing the COBISS characters will open.

If the entry field in the search window or the editor already contains text, it will be automatically transferred to the "To copy" entry field.

3. When you click on any of the characters, the COBISS code will be displayed above the list under "COBISS value". Under "Unicode" you will see the Unicode code for the selected character.



**Figure 6.1-1: COBISS character set**

4. Under "Fonts" select the type of font for the display of COBISS characters. The font is set to Arial Unicode MS by default. You can choose from all the fonts installed on your computer, but some of them do not include definitions of all the characters from the COBISS character set. Characters that are not defined in a specific font, are displayed as "?".
5. If you tick the "Unicode" checkbox, the list under "Fonts" is limited to Unicode standard fonts only.
6. From the list, select the character by double-clicking it. The selected characters will be transferred to the designated place in the "To copy" entry field. You can also type the characters directly in the "To copy" entry field if they are on your keyboard.
7. Click the **OK** button.

The contents of the "To copy" entry field will be entered to the entry field in the editor or the search window in the size and font you selected for displaying text in the user interface and not in the font you selected in the **COBISS character set** window.

If the font, selected for displaying text in the user interface, does not include the COBISS character you selected in the **COBISS character set** window, the selected character will be displayed as "□" in the entry field in the editor or the search window.