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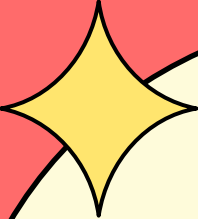
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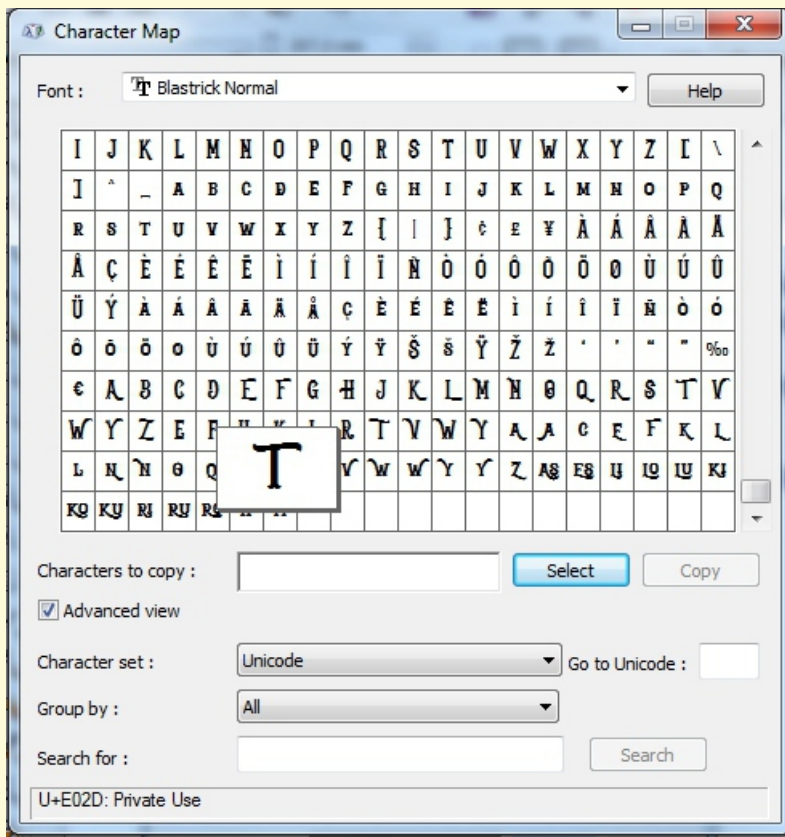
**HOW  
TO ACCESS  
OPENTYPE  
FEATURES**



# How to use alternates glyphs in Microsoft Word.

Type in any word using font.

To get the glyphs alternates feature you can use with "Character Map" (Windows) or "Font Book" (Mac).



**Step 1:** Open the “Character Map” App and select Font.

**Step 2:** Select one of the characters then click **[select]** and **[copy]**

**Step 3:** Blocks on Letters you want to change characters Then click “paste”. You will see the letter small of this Copy Paste process. To Overcome it you just enlarge the size only.

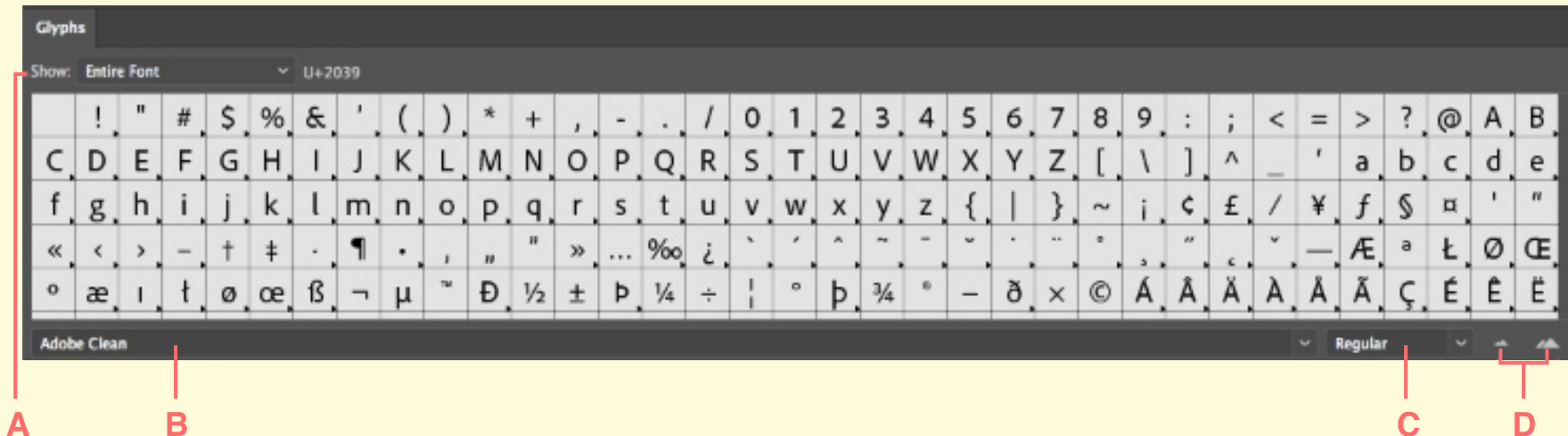
Good luck, if any questions you can  
Send email to : [graptail@gmail.com](mailto:graptail@gmail.com)



# Glyphs Panel Overview

You use the Glyphs panel (**Window > Type > Glyphs**) to view the glyphs in a font and insert specific glyphs in your document.

By default, the Glyphs panel displays all the glyphs for the currently selected font. You can change the font by selecting a different font family and style at the bottom of the panel. If any characters are currently selected in your document, you can display alternate characters by selecting Alternates For Current Selection from the Show menu at the top of the panel.



## A. Show menu B. Font family C. Font style D. Zoom buttons

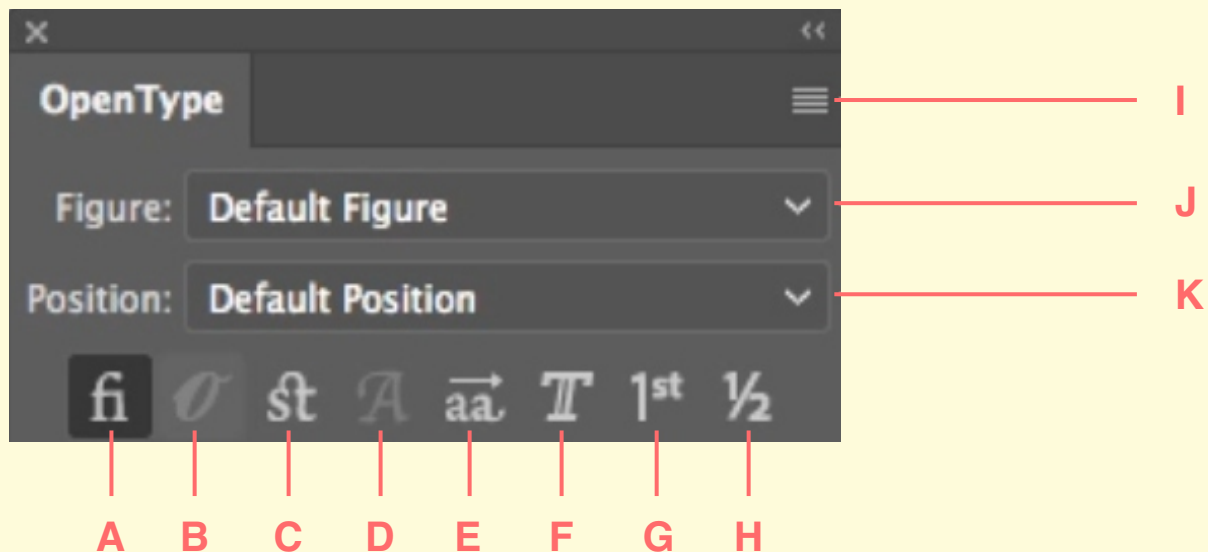
When you select an OpenType font in the Glyphs panel, you can restrict the panel to display certain kinds of glyphs by selecting a category from the Show menu. You can also display a popup menu of alternate glyphs by clicking the triangle in the lower right corner of the glyph box where applicable.



# OpenType Panel Overview

You use the OpenType panel (Window > Type > OpenType) to specify how you want to apply alternate characters in OpenType fonts. For example, you can specify that you want to use standard ligatures in new or existing text.

Keep in mind that OpenType fonts vary greatly in the kinds of features they offer; not all options in the OpenType panel are available in every font. You can view the characters in a font using the Glyphs panel.



- A. Standard Ligatures
- B. Contextual Alternates
- C. Discretionary Ligatures
- D. Swash
- E. Stylistic Alternates
- F. Titling Alternates
- G. Ordinals
- H. Fractions
- I. panel menu
- J. Figure type
- K. Character position



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