**Making a Circle-G**

**in Microsoft Word on a Mac**

**Step 1 –System Preferences**

1. Open System Preferences

2. Select “Keyboard”

3. Select the “Input Sources” tab

4. Click the “Show Input menu in menu bar” box

5. Close the window

**Step 2 – Show Symbols**

1. Click the Input Menu in the top menu bar

2. Select “Show Emoji & Symbols”

3. In the top-left of the Characters window, press the gear icon

4. Select “Customize List”

5. In the resulting list, scroll down and check “Enclosed Characters”

6. Press “Done”

7. The category “Enclosed Characters” is now at the bottom of your list of symbols. Click to highlight it.

8. You will now see a whole list of different characters with a circle around it. You can click and drag “Ⓖ” to your document.

9. Anytime you need to use “Ⓖ”, you can click on the Input Menu and select “Show Emoji & Symbols,” and drag the Ⓖ to your document.

**Step 3 – Create a Shortcut**

For those of you who want to create a keyboard shortcut for Ⓖ, watch the instructional video.