
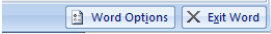
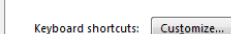


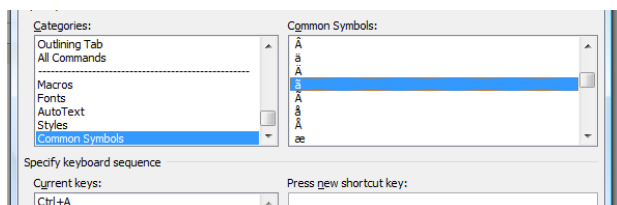
## Changing keyboards to type ã and ø characters (Αλγίλεζ γ and γ)

These changes will allow the ã and ø characters to be typed using just *ctrl+a* and *ctrl+o*

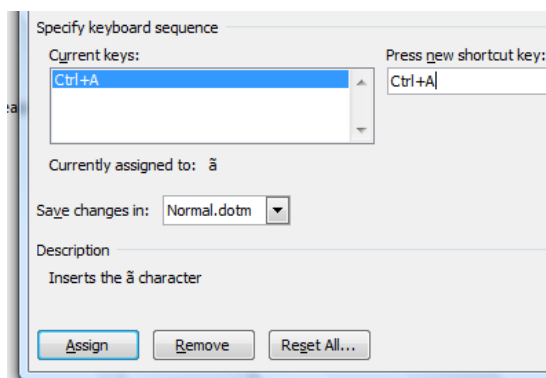
For Word 2007:	For Word 2016 etc:
1 Open Word, click on button in top left corner 	1 Open Word, click File
2 Click on 'Word Options' 	2 Options
3 Click on 'Customize' in left menu 	3 Customize Ribbon

- 4 Click on Keyboard Shortcuts 'Customize' near the bottom 
- 5 In this window, drag the left slider to the bottom to 'Common Symbols' and click on that line to highlight it in blue.

Drag the right slider down to the ã symbol, click on it to highlight it.



- 6 Click on the line in the 'Current keys' box which will have 'Ctrl+~,A', to highlight it in blue.  
Put the cursor into the 'Press new shortcut key' box  
Press the 'Ctrl' and the 'A' key down at the same time  
The 'Assign' box in the bottom left becomes highlighted. Click on the 'Assign' button.



- 7 Repeat the process for ø, using 'Ctrl' and 'o'.
- 8 For the capital letters, Æ & Ø, do the same using 'Ctrl', **shift** and 'a'; 'Ctrl', **shift** and 'o'.

That's it.