



Everything You Ever Needed to Know About REALTOR®

HOW TO SPELL REALTOR® Part I

To be absolutely correct, REALTOR® is spelled with all caps and the ® symbol.

To create the ® symbol in Word, simply type (r). Word will change it to ®.

Another method for creating this symbol will require the numeric keys on the right-hand side of your keyboard (generally on desktop computers). **This will NOT work on the number keys across the top of your keyboard!!!** While holding down the Alt key, type 0174 on the numeric keys. When you release the Alt key, you will have a ® at your insertion point!

HOW TO SPELL REALTOR® -- Part II

Using Character Map to add symbols

Another way to create this in ANY program is to use the Character Map program that is included with Windows. This program is a great way to add symbols such as ® or ñ to your work.

To launch Character Map, go to Start-->All Programs-->System Tools-->Character Map (in Vista, you can simply type "char" in the Search box of the Start Menu). Once you are in the program, simply select the ® symbol from the grid. The next step is to click Select at the bottom and then Copy. Finally, you can Paste the symbol into your application.

NOTE: If you look at the lower right corner of the Character Map window, it will show you the Alt+ combination to add that symbol another time. Look at the previous tip for information on using the Alt+ combination.

HOW TO SPELL REALTOR® -- Part III (The end!!!)

Putting it on automatic!!!

Having Word automatically change realtor to REALTOR® can be a big time saver. To set this up in Word 2003, follow the steps below:

- Type REALTOR® in your Word document using steps I have discussed in previous tips.
- Select the text after typing
- Go to Tools-->AutoCorrect Options in Word and make sure you are on the AutoCorrect tab
- Type "realtor" in the first box and make sure the Plain Text option is displayed over the second box where REALTOR® is displayed. (If you also see an asterisk, remove it.)
- Click OK
- The next time you type "realtor" in Word (or any Office program) it will automatically change to REALTOR®

BTW, you can access AutoCorrect Options in Word 2007 by clicking on the Office button, then Word Options, and then Proofing.

