

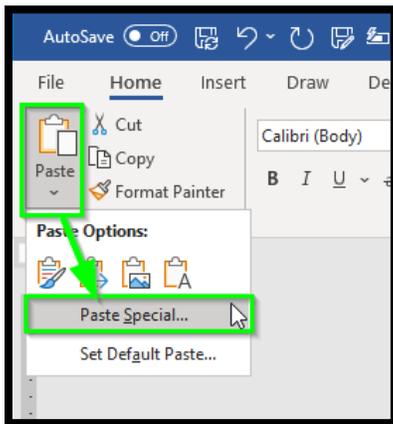
Degree Symbols not Working (when copy/paste from outside source)

Below are instructions on how to find and correct descriptions that might have symbols that were inserted incorrectly (not using the ASCII symbol process). For a listing of common ASCII symbols, [click here](#).

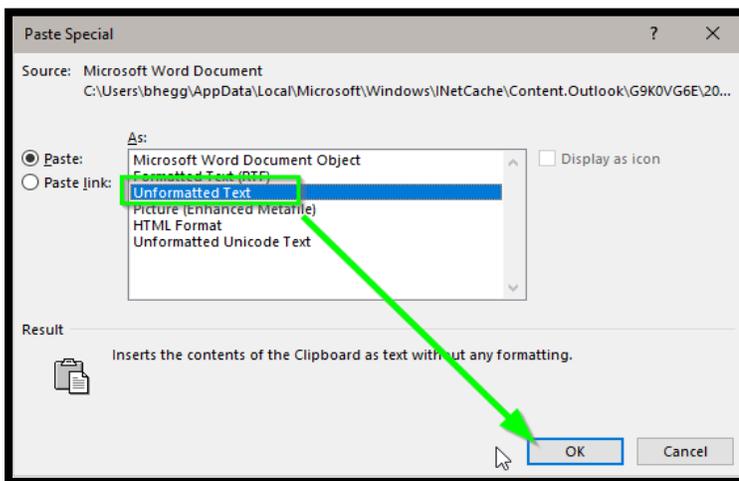
The instructions look like a lot but once you do it a few times it goes pretty quick. You can do this process either in Microsoft Word or Notepad (Notepad is slightly quicker). Once you do these steps and have the degree symbols in correctly, copy and paste the text into the XpressDox answer field.

To do this in Word:

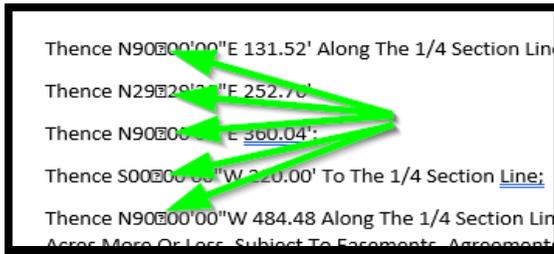
1. Highlight and copy the description
2. Open new blank page in Word
3. Select Paste and select “Paste Special...”



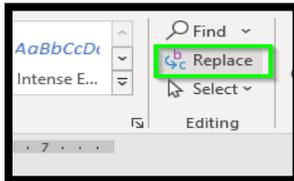
4. Paste as “Unformatted Text” and then click OK



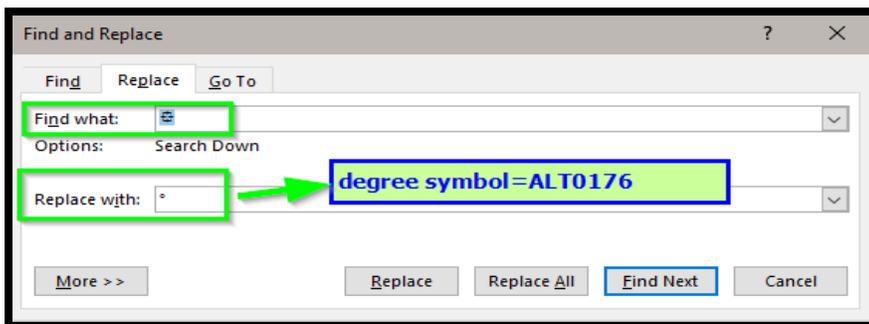
5. When(if) you see funny looking symbols like the screenshot below – those are symbols that were not inserted using ASCII code and will not paste over into XpressDox answer field.



6. Highlight the first offending symbol and then select “Replace” in the Home Ribbon

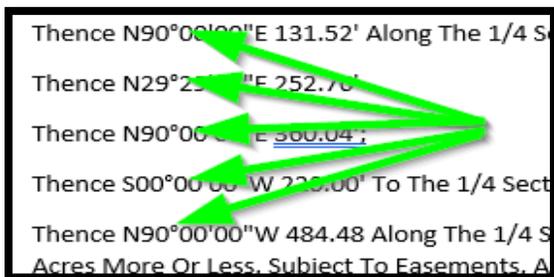


7. A “Find and Replace” box will appear like below – offending character should show up in the “Find what:” box. In the “Replace with:” box insert using ASCII symbols with what you need. In this case type ALT0176 for a degree symbol. Click “Replace All”; or “Replace” if you want to verify each replacement.



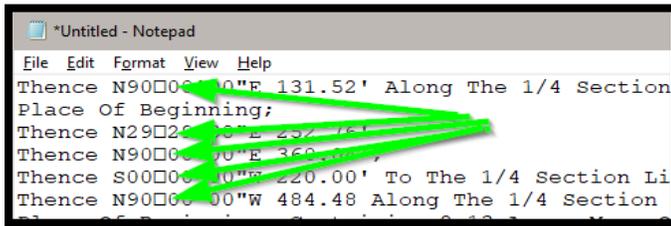
8. Close the “Find and Replace” window

9. Your text should now be changed to where you can copy/paste it into XpressDox:

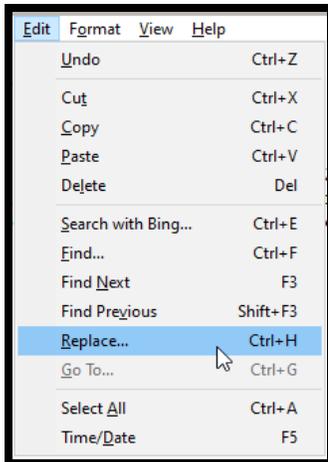


To do this in Notepad:

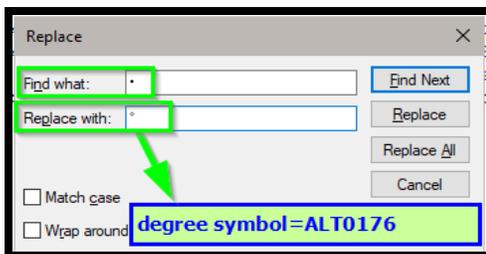
1. Highlight and copy the description
2. Open up the program "Notepad" (program comes on all Windows machines)
3. Select Edit menu and select "Paste" (CTRL+V)



4. Select File menu and select "Replace..."



5. A "Replace" box will appear like below – offending character should show up in the "Find what:" box. In the "Replace with:" box insert using ASCII symbols with what you need. In this case type ALT0176 for a degree symbol. Click "Replace All"; or "Replace" if you want to verify each replacement.



6. Close the "Replace" window
7. Your text should now be changed to where you can copy/paste it into XpressDox:

