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, <u>click</u> <u>here</u>.

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

Paste Special		?	×
Source: Micros C:\Use	oft Word Document rs\bhegg\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\(Ac	G9K0VG	i6E∖20
● <u>P</u> aste: ○ Paste <u>l</u> ink:	As: Microsoft Word Document Object Formatted Text (RTC) Unformatted Text Picture (Enhanced Metarile) HTML Format Unformatted Unicode Text	icon	
Result In	serts the contents of the Clipboard as text with ut any formatting.	Ca	ncel

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.

Thence N90300'00"E	131.52' Along The 1/4 Section Lin
Thence N29329427"F	252.70
Thence N90000	360.04':
Thence SOO®Oo oo"V	220.00' To The 1/4 Section Line;
Thence N900000"V	/ 484.48 Along The 1/4 Section Lin
Acros Moro Or Loss	Subject To Escoments Agreements

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.

Find and Replace	?	\times
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To		
Find what: 🖶 Options: Search Down		~
Replace with:		~
More >> Replace Replace All Find Next	Can	cel

- 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 programe "Notepad" (program comes on all Windows machines)
- 3. Select Edit menu and select "Paste" (CTRL+V)



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

<u>E</u> dit	F <u>o</u> rmat	<u>V</u> iew	<u>H</u> elp	
	<u>U</u> ndo			Ctrl+Z
	Cut			Ctrl+X
	<u>C</u> opy			Ctrl+C
	<u>P</u> aste			Ctrl+V
	De <u>l</u> ete			Del
	Search with	Bing.		Ctrl+E
	<u>F</u> ind			Ctrl+F
	Find <u>N</u> ext			F3
	Find Pre <u>v</u> io	us		Shift+F3
	<u>R</u> eplace		•	Ctrl+H
	<u>G</u> o To		Ч	Ctrl+G
	Select <u>A</u> ll			Ctrl+A
	Time/ <u>D</u> ate			F5

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.

Replace	×
Find what:	<u>F</u> ind Next
Re <u>p</u> lace with: *	Replace
	Replace <u>A</u> ll
Match case	Cancel
Wrap around degree symbol=ALT01	76

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

*Untitled - Notepad
<u>File Edit Format View H</u> elp
Thence N90°00 30"F 131.52' Along The
Place Of Beginning;
Thence N29°25 0"E 252.76'
Thence N90°00 DUTE 360 Comp
Thence S00°6, 00"T zz0.00' To The 1/4
Thence N90°00 00"W 484.48 Along The 1
Place Of Beginning, Containing 2.13 ;