SUN Font Directions

Installing SUN Font on your computer

Step 1: Save the SUN font file in a location you will remember.

Step 2: Go to their file manager (the file folder icon on their computer) and find the file.

Step 3: Right click on the file and select "Install." The font will now be installed on their computers.

Typing SUN characters – Method 1

Step 1: Open Word or WordPad.

Step 2: Click on the Home tab at the top of the screen.

Step 3: In the Font Bar, click on the arrow and scroll down and select SUN from the drop down menu.

Step 4: Change the size to 28.

Step 5: Click on the Insert tab. On the far right hand side of the screen, you will see the word symbol. Click on it and click on "More Symbols." A screen should pop up with all the SUN symbols.

Step 6: Double click on a symbol. Then close out the screen by clicking on the X at the upper right hand corner. You should now see the symbol on your document.

This is one way to type the symbols. The plus side of this method is that it is faster than the second method and the symbols are more or less grouped by character the way it is in the dictionary. The down side of this method is that you have to know all the symbols, you have to have good eyesight to see the tiny symbols in each box, and you have to have more than one monitor so that you don't have to close out the symbol box after every single symbol. So generally, this method is not recommended unless you meet the requirements mentioned above. I am now going to show you another method of typing in symbols that is the recommended method if the requirements are not met.

Typing SUN characters – Method 2

Step 1: Open the Alphabetical Dictionary

Step 2: (You need a keyboard with a Num Lock key.) Make sure the Num Lock is on on their keyboards. If not, have students press the Num Lock key.

Step 4: Notice that each symbol has a number on the far right column. That is the number we are interested in. Let's look at the first word "abide." The number for is 57723. Press and hold down the ALT key while typing in 57723. Then release the ALT key. You should now see the symbol for abide in your document.

Troubleshooting

Sometimes when you press and hold the ALT key and type the number for a word, you might get something different than what you're expecting. Here's what to do when that happens.

- Check to make sure the Font bar at the top of the screen still says SUN. You have to be in the SUN font for the symbols to show correctly.
- Make sure you are holding down the ALT key the whole time you're typing in the number. Do not release the ALT key until you're finished typing the whole number.
- Make sure you typed the right number.