

REALTOR® Tip!!!

Putting the "®" In REALTOR®

Ever wonder how to get the ® symbol after the word REALTOR® ???

It is easier than you think...Just follow the ste-by-step instruction below to add the ® symbol in E-mail, Word documents, PowerPoint, WINFORMS® and on websites!

- 1. Start, Programs, Accessories, System Tools, Character map.**
- 2. If it is not around the center of the set of characters that appears, click on the Font: down arrow (at top) and change to System or Symbol. You will find it in those groups. You may have to look carefully to find it!**
- 3. When you find it, click on it once to bring it to the foreground. Then click Select, then Copy .**
- 4. Now put your cursor where you want to display it, (after the word REALTOR) and either click Edit, Paste or use the keyboard equivalent which is Ctrl V. (Hold the Ctrl key down and press the letter V .)**

If you are using html code in the editor on a website and the above does not work, try typing the following: ® or hold Alt key down and type 0174.

SRAR is an all REALTOR® Association...there are no more REALTOR®-Associates as before!

Always write the word REALTOR in all caps FOLLOWED BY ®