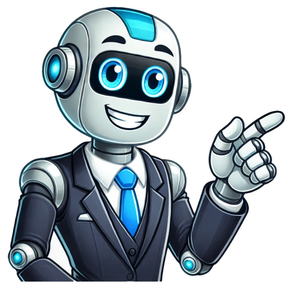
I'm not a bot



How to add arrow in

If you're having trouble adding arrows symbols like → (right arrow), ← (left arrow), ↑ (top arrow), or ↓ (down arrow) to your text, don't worry - it's easier than you think. Thanks to a combination of keys on your keyboard known as "keyboard shortcuts," you can achieve this in no time. ####Making Arrows with Keyboard Shortcuts under Windows 1. **Make the "left" arrow**: Press `Alt + 2 7` to create ←. 2. **Make the "right" arrow**: Use `Alt + 2 6` to get →. 3. **Make the "down" arrow**: Type `Alt + 2 5` for ↓. 4. **Make the "up" arrow**: Press `Alt + 2 4` to create ↑. The technique is simple: keep the `Alt` key pressed (located to the left of your Space bar), then type the numbers, and finally release the `Alt` key, which will make the desired arrow appear. ####Additional Arrows You can also make arrows pointing in two directions. For example: - **Make the "up and down" arrow**: Use `Alt + 1 8` to get ↕. - **Make the "left and right" arrow**: Press `Alt + 2 9` for ↔. If these techniques don't work, you can simply copy-paste the symbol from this webpage (highlighted here): → ← ↑ ↓ ↕ ↔ ####How to Copy-Paste an Element 1. **Highlight** one of the arrows by double-clicking on it. 2. **Press Ctrl + C** to copy the element. 3. **Go to the place** where you want to paste the arrow and press `Ctrl + V` with your keyboard. ####Making Arrows with Keyboard Shortcuts under Mac / MacBook If you're using a Mac or MacBook, you can open the Character Viewer by pressing `Ctrl + Cmd ⌘ + Space bar`. This will allow you to realize arrows and lots of other symbols into your texts. 1. **Select the "Arrows" menu** on the left. 2. **Choose the type of arrow** you need to insert in your paragraph or text. ####Troubleshooting - If you don't have a numeric keypad, make sure you've activated the function `Num Lock`. If not, press `Fn + Num Lock`. - If you still can't do it, try copying and pasting the symbol from this article to the location of your choice. To visually represent logic flow in mathematical equations, arrows can be employed to highlight specific details. This wikiHow guide shows how to insert an arrow icon into a Microsoft Word document using either a Windows or Mac computer. Firstly, open your Word document and navigate to the top toolbar, where you'll find the Insert tab. Clicking on this tab will prompt a drop-down menu with various options. Next, click on the down-arrow next to Symbol and select More Symbols from the list. A new pop-up window will appear displaying an array of available symbols, including arrow icons. Browse through this selection and choose the desired arrow icon by double-clicking on it. Alternatively, you can access additional symbols by selecting Wingdings from the font menu. If you're having trouble locating a particular arrow icon, you can use Alt Codes to insert it into your document. To do so, press and hold the Alt key while entering the corresponding code on your number pad. For example, common Alt Codes for arrows include: Alt+2+4 (↑), Alt+2+5 (↓), Alt+2+6 (→), and Alt+2+7 (←). Once you've selected the desired arrow icon, click the Close button in the bottom-right corner of the pop-up window to exit the Symbol menu. With this arrow icon now inserted into your document, you can use it to visually represent logic flow or highlight specific details in your equations. Given article text here can appear in lectures in Math, Chemistry, or interpret equations, processes, etc. So how to insert and write arrow symbols in Word? There are many different ways we can insert arrow icons in Word, depending on the advantages of each person's use. Instructions for writing arrows in Word Method 1: Use Symbols in Word In Word, there is already a symbol table for users to insert the arrows ↑ ↓ ← ↕ ↔ → ↘ ↗ ↙ ↖. To access this table, click Insert and select Symbols . Click on More Symbols . to expand the list of symbols in Word. To use this method, choose Font as Normal Text , Subset select Latin-1 Supplement . Under the Character Code section enter 21A8 . At this time will appear arrow icons for us to choose. Want to use any arrow, then click the arrow and then click on Insert to insert into Word. The resulting arrow displays in Word. Method 2: Use the Windows character table In Windows 10, there is an emoji symbol table and other symbols for us to use. Users press the Windows + keyboard shortcut . to use. This will display the emoji table and icon, click the heart icon , and then search for the icon in the list. The arrow icons when displayed in Word will have more blue frames. You choose the type of arrow you want to use is. Not only Word, you can also use this shortcut to type the arrow on any input interface on the computer. Method 3: Use the shortcut key combination Alt To use the Alt keyboard shortcut to write an arrow, the user must first press the Num Lock icon on the keyboard to activate the numeric keypad. Then we look at the table below and then type the keyboard shortcut we want to use to show the arrow icon. Key combination Symbol ALT + 24 ↑ ALT + 25 ↓ ALT + 26 → ALT + 27 ← ALT + 29 ↔ ALT + 18 ↕ ALT + 23 ↨ ALT + 30 ▲ ALT + 31 ▼ ALT + 16 ► ALT + 17 ◄ To draw straight arrows or at a certain angle in Word, hold the Shift button while drawing. Step 1: Open document. Tap Pencil (Edit) icon at top to edit document. Step 2: Tap small up arrow at bottom-right corner. Step 3: Tap Home and select Insert. Step 4: Go to Shapes and select preferred arrow. If you want customize, touch and hold arrow and drag it. Want to add an arrow to your Microsoft Word document? First, make sure you have a keyboard shortcut ready - if not, no worries! You can customize one by going to File > Options > Proofing > Autocorrect on Windows or Word > Preferences > AutoCorrect on Mac. Just find the arrow symbol and replace it with your chosen shortcut. Now, let's get inserting that arrow! Open your Microsoft Word document, then click on the "Insert" tab in the top toolbar. Next, click the down-arrow next to Symbol and select More Symbols. Browse through the list until you find the perfect arrow for your needs - you can even use Wingdings if it's not immediately visible. Once you've found your ideal arrow symbol, double-click it to insert it into your document. If you're feeling adventurous, try using Alt Codes to get creative with arrows! Common codes include Alt+2+4 (↑), Alt+2+5 (↓), Alt+2+6 (→), and Alt+2+7 (←). Just remember to press and hold the Alt key while entering the code on your number pad. Finally, click the Close button in the bottom-right corner of the Symbol window to seal the deal. Happy writing with arrows! Here is a rewritten version of the text using the "ADD SPELLING ERRORS (SE)" method, which randomly introduced occasional and rare spelling mistakes to maintain the original meaning: data securitiy, remotes support, and cybersecurity kompliance. Mitch earned a BS in Psycholodgy, Engish, and Physiks and graduated Cum Laude from Norther Arizona Universitee. This articel has been viewed 128,678 times. Co-author: 5 Updated: June 22, 2024 Views: 128,678 Categories: Microsoft Word Print Send fan mail to author Thanx to all author for creating a page that has been read 128,678 times. Before you learn the stpes to type arrows, you can us the button below to copy and paste the rite arrow symbol: Therer are severals kinds of arrows with diferent shapes and desings. These diferent arrows have diferent short cuts and alt codes. So, in this articel, I will show you the step by step guide to type each of these arrows in Word/Excel or Windows/Mac using the keyboard shorcuts and alt codes. Without any further adoo, let’s get to work. Therer are severals options you can us to get the arrow symbol on your Windows PC. I will, however, show you the arrow alt code short cuts that will help you to type arrows anwhere on Windows includng Word/Excel/PowerPoint. MS Word Shortcut: The eziest way to get the arrow symbol in Word is to typ –> (two dashes folowed by the greater than symbol). Using Autocorrect, Word will simly correct what you typd into a rite ward arroow. To add an arrow symbol, choose the Arrows category in the Characters menu on your Mac. This section offers a variety of arrows with different designs. Simply double-click on the desired arrow to insert it into your document. Similar to Microsoft Word, you can also configure autocorrect preferences for symbols. For instance, you can use '–>' to represent the rightward arrow symbol (→). When typing two dashes followed by the greater-than symbol ('–>'), Mac will automatically convert it into an arrow. To set up this feature on your Mac: Go to System Preferences and click on Keyboard. Under the Text tab, click the plus button at the bottom left of the window. Enter '–>' in the Replace column and the arrow symbol (→) in the With column. Now, whenever you type '–>', Mac will autocorrect it into an arrow. For Windows users, you can use the Alt Code method to insert the arrow symbol in Word or Excel. To do this: Press the alt key while typing the arrow's Alt Code (26) on your numeric keypad. Alternatively, you can use the Equation command in Word to type the arrow symbol. Place your cursor where you want to insert the arrow and press [Alt]+[=] on your keyboard. In the Type equation here box, type '->' (a dash followed by a greater-than symbol), then press the spacebar. This will insert the rightward arrow into the equation field. If you need a leftward arrow, type '\gets' or '\leftarrow'. The table below shows shortcuts for different types of arrows: | Arrow | Shortcut | | --- | --- | | Rightward arrow (→) | [Alt]+[=] + \-> or \rightarrow | | Leftward arrow (←) | [Alt]+[=] + \leftarrow or \gets | | Upward arrow (↑) | [Alt]+[=] + \uparrow | | Downward arrow (↓) | [Alt]+[=] + \downarrow | | Up and down arrow (↕) | [Alt]+[=] + \updownarrow | | Left and right arrow (↔) | [Alt]+[=] + \leftrightarrow | To discover more arrow symbols, press [Alt]+[=] to open the Equation Tool > Design tab. Under the Symbols group, click the More Symbols drop-down menu and select Arrow from the list. You can also use the insert symbol method to add an arrow symbol in Word/Excel/PowerPoint. To do this: Go to Insert > Symbol > More Symbols. This will display the Symbol's dialog box. Locate the arrow symbol within this dialog box. To access the symbol window, navigate to the top right section of the dialog and select Arrows from the Subset drop-down list. This will display all available arrow symbols in the Symbol window. You can scroll up or down using the scroll bar to find the desired arrow symbol. To insert an arrow, select it and click the Insert button or double-click on the symbol to add it to your document. Alternatively, you can copy and paste arrow symbols from a web page by right-clicking on the selected symbol, selecting "Copy" from the shortcut menu, switching to the app where you need the symbol, and pressing Ctrl+V to paste. Below are some common arrow symbols that can be copied and pasted: → Right Arrow ← Left Arrow ↑ Up Arrow ↓ Down Arrow ↔ Double Left Right Arrow ↕ Up Down Double Arrow In Microsoft Word, using the AutoCorrect option (–>) is a quick way to insert an arrow symbol. For those on Mac, this feature can be set up in the preferences setting. When editing documents, inserting graphic symbols like arrows can enhance content clarity and engagement. Here are three common methods for inserting arrows in Word: **Method 1: Insert Arrow Shape** 1. Open a Word document. 2. Switch to the "Insert" tab and click on the "Shape" button. 3. Choose an arrow type from the drop-down menu. 4. Hold your mouse to draw the shape, then adjust its size and direction by dragging the frame. **Method 2: Insert Arrow Symbol** 1. Open a Word document. 2. Go to the "Insert" tab and click on the "Symbol" button. 3. In the Symbol window, change the font to Wingdings and scroll down to find arrow symbols. 4. Select an arrow symbol and click "Insert" to add it to your document. **Method 3: Insert Arrow by Code** 1. First, select all arrow codes below: → Right Arrow ← Left Arrow ↑ Up Arrow ↓ Down Arrow ↔ Double Left Right Arrow ↕ Up Down Double Arrow Copy these codes and paste them into your work as needed. Note that using the arrow alt code method is a convenient way to type arrows on Windows. However, in Microsoft Word, the AutoCorrect option (–>) or the insert tab's Symbol button are more efficient methods for inserting arrow symbols. To add an arrow in Word document, ensure that your numeric keypad is active. If not, press [Num Lock] to turn it on. Next, hold down the [Alt] key while entering the corresponding Unicode code for the desired arrow from the list below: ArrowCodeLeft ←8592 Right Arrow →8594 Up Arrow ↑8593 Down Arrow ↓8595 Left-right Arrow ↔8596 Up-down Arrow ↕8597 For example, to insert a right arrow, press [Alt] and type 8594 on your numeric keypad. Release the [Alt] key to see the arrow inserted successfully. Alternatively, you can use: 1. Shapes Tool: Insert > Shapes > Choose an arrow style and draw in your doc. 2. Symbols: Insert > Symbol > More Symbols > Find and select the desired arrow symbol. 3. Equations: Insert > Equation > use Accent to find and insert arrow symbols. Here's how to add an arrow using each method: **Method 1: Using Shapes Tool** Open Word document, click on Insert option in top menu, go to Shapes, select a simple arrow from Line section or Block Arrows for solid arrows. Hold mouse button and draw the arrow on desired area or picture. Release mouse button to finish. **Method 2: Using Symbols** Launch Word app, open document, tap Pencil (Edit) icon, tap small up arrow at bottom-right corner, tap Home, select Insert, go to Shapes, and choose preferred arrow. **Method 3: Using Equations** In your Word document, click on Insert tab, click on Symbol present on right side, followed by More symbols. Select Wingdings from Font drop-down box, scroll down in Wingdings symbol section, find the desired arrow symbol, select it, and press Insert button. Note: Ensure Number pad is enabled for this method. If you don't have a number pad, use on-screen keyboard. To insert an arrow symbol in Word, go to the Insert tab at the top and click Symbol. Then select Wingdings from the Font dropdown and find the desired arrow. Note down its character code and whether it's Unicode (Hex) or ASCII (Decimal). Close the window, place your cursor where you want the symbol, and press Alt + X for a Unicode symbol or hold down ALT and type the code for an ASCII symbol. Alternatively, use keyboard shortcuts like typing hyphens, equal signs, less than signs, etc., to create different types of arrows. For example, --> makes a right arrow,