Quick guide

© Dieter Doum
Programming Halil Karaarslan

insöt| is an easy-to-use program for copying and pasting diacritical and other non-Latin letters as well as special characters into other applications.

This is the quick guide with basic information. You can find the manual with detailed information on the projects page of the Top Communica website.

Before you can use insöt|, you'll have to create a table with the characters you need. A table could look like this:

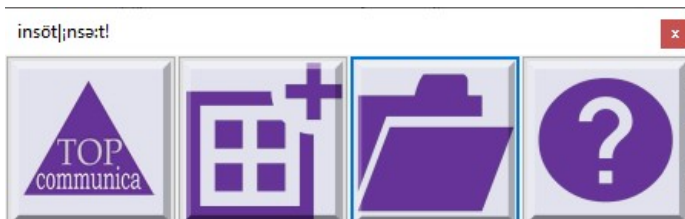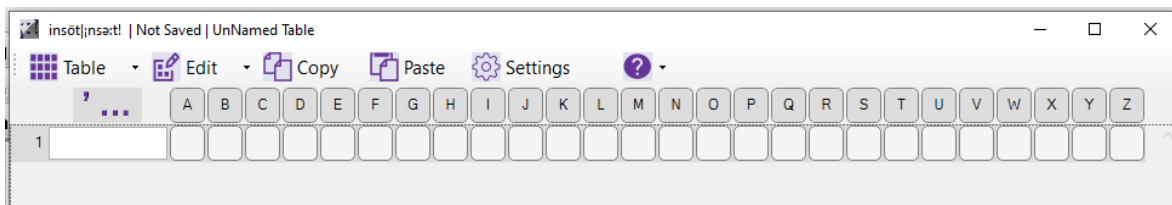When you start insöt| the main menu bar opens:

- Press the Create new table button to get in the table creation mode:

- Select in the Edit tab "Start edit". Then select, again under the Edit tab, "Add row" > "To the end":
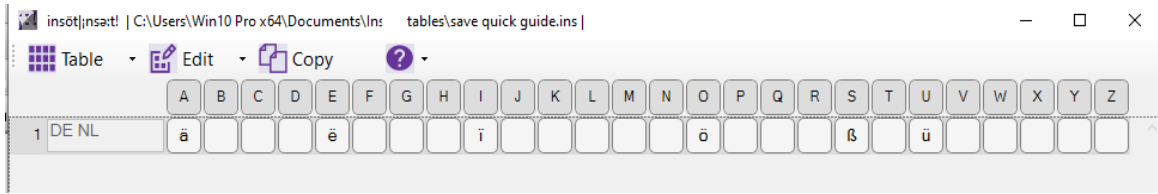

- It is recommended to save your table already now (CTRL-s or Table > Save).
- If you like, you can write a description for the row in the comment field.
- Click on the cell where you'd like to put your first (special) character.
- If you have the character on your keyboard, just type that character and it will appear in the selected cell.
- If you haven't the character on your keyboard, you'll have to copy it from a text or from the internet and paste it either by using CTRL-v or the Paste tab.

Via the tabs Edit, Copy and Paste you can then add and delete characters, rows and columns.

Don't forget to save your work once in a while, especially when creating a large table.

- When finished, select in the Edit tab "End edit". You'll get automatically into the table view mode:

From here you can now copy your characters.

If you want to copy only one character you can either click on it or type the corresponding table combination. In the example above typing "a1" will copy "ä".

With CTRL-click and Copy you can select more than one character to paste into a document.

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