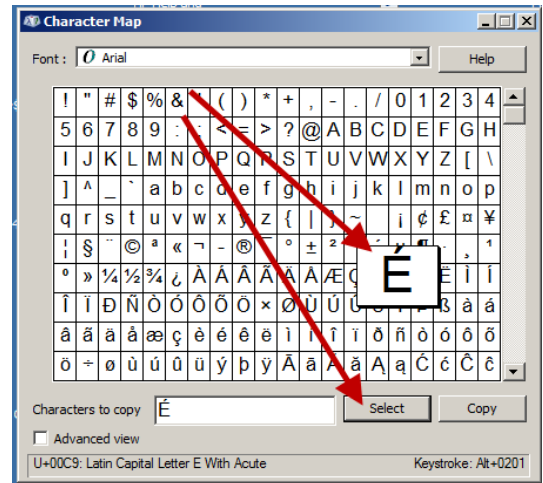# How to Load Special Characters. By Diana Cedolia

Click on Start, Programs, Windows Accessories, System Tools.

Click on Character Map

Click on the letter you want and click Select.

Click Copy

With your Embroidery Extra software open to the Letter tab.
Place your cursor in the letter space of and right click.
Click on Paste.
Your letter will appear in the letters window.