Explore these three methods to search for and place symbols. Having multiple ways to find and use the symbols you need makes symbol searching simple in every situation.

1. **EDIT IN PLACE**

   Use Edit in Place to quickly place a symbol and label on a button.
   - Type a label in a button and press enter.
   - Select the symbol, or press enter to select the symbol highlighted in the Open Symbol menu.

   *Note— if there is only one symbol match, you do not need to select from the Open Symbol window. The single symbol match will appear in the button.

   *Note— remember that when you type in a button, you are typing the button's label NOT a search term. It will search based on the label you have typed, but regardless of the symbol you select, the label will remain what you have typed.

2. **PROPERTIES PANEL**

   Add symbols and/or labels to a button or multiple buttons.
   - Select a button or buttons.
   - Select the Properties panel from the Navigation pane.
   - If you want to add a symbol and a label, select the Label text box and type the label in the Rich Text Editor. Select Ok. Select the Magnifying Glass button. Type a search term and select a symbol from the Open Symbol menu.
   - If you just want to change the symbol and either don’t want a label or the button already has a label, select the Symbol button and type your search term in the Search text field at the top of the Open Symbol menu.

3. **TRAINING TIP**

   Use Categories and Tags.
   - Right click on a symbol in the Open Symbol menu. You will see the category folders and tags for that symbol. Select a category or tag to browse other symbols that share a category or tag with your selected symbol.

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TRAINING TIP

Try these symbol search shortcuts.

- Use the asterisk (*) as a generic “wildcard” character. For example, entering “mon*” in the Search text box will return all symbols whose labels begin with the letters “mon.” Similarly, entering “*ten” will return symbols whose labels end in “ten.”
- Use quotation marks (“”) at the beginning and end of a word to return a whole word match. For example, enter “dog” [using quotation marks] in the Search text box will return all symbols with the exact label “dog.”
- Use an apostrophe (’) at the beginning and end of a word to return symbols whose name contains the word. For example, entering ‘dog’ [using apostrophes] in the Search text box will return symbols whose labels include the word, “dog.”

SYMBOLS PANEL

Quickly search for symbols.

- Select the Symbols button in the Navigation pane to open the Symbols panel.
- Use the Search text box to search for a specific symbol and press Enter or select the Symbol Search button.
- Or you can browse through symbol category folders in the viewport of the Symbols panel. Continue navigating through the layers of folders, double-clicking on folders until you find the symbol you want to use.
- Each of the symbols is assigned a label. To include a label with the symbol, select the Include label check box. If you do not want to display a label with the symbol, de-select the Include label check box.
- When you have selected the symbol and its label, simply drag the symbol/label pair from the viewport or from the preview area onto a button on a page or the page itself.