Typing Symbol Fonts in MS-Documents

The following is excerpted from Felix Just, S.J., Ph.D., “Using Greek Characters in Microsoft Word Documents & Viewing Greek Letters in Netscape Navigator/Communicator”
http://catholic-resources.org/Bible/GreekSymbols.htm

To type Greek letters or words in MS documents, use either of the following two methods:

1) On the topmost Menu bar, click with the mouse on the word "Insert"; from the pull-down menu choose "Symbol." A box will appear with a top left tab called "Symbols," below it the word "Font:" and next to that a narrow box that probably says "(normal text)." Click on the arrow at the right of this box and choose the font called "Symbol." You should then see all the Greek characters (and many other symbols) in the main box. Click on any Greek character to highlight it, then click the "Insert" button below to place that character into your document. Do this for each Greek character you want one at a time (rather tedious!), and click the "Close" button when you are done.

2) In your MS Word document, simply type in the English equivalents of all the Greek letters you need (according to the table below). Then use your mouse to highlight the entire word, and choose the "Symbol" font from the pull-down menu near the top-left of the MS Word screen (probably the second narrow box on the second bar, called the "Formatting Toolbar").