

# Inserting Character

To insert a nucleotide into a read in the *Sanger Reads Editor*, select a nucleotide or a gap in the corresponding location in the *Chromatogram Area* and switch to the editing mode by pressing *Shift+I*, selecting *Edit->Insert character/gap* in the context menu, or selecting *Actions->Edit->Insert character/gap* in the main menu. While the cursor is blinking, press a character on the keyboard that you want to insert. After that the editing mode is switched off.

Note that if you press the '-' character on the keyboard while being in the editing mode, a gap is inserted. The other way to insert a gap is by pressing *Space*, see the [Inserting Gap](#) chapter.

You can always cancel the changes by pressing *Ctrl+Z*.