

This is a guide to some of those tricky little symbols that we all need occasionally, specifically where they are not easily identifiable on your keyboard. (Variations may occur on 'less standard' keyboards and may not be available with all fonts).

Standard Mac format

To get this:	Type this:
“ open double quote	alt- [
” close double quote	alt-shift- [
‘ open single quote	alt-]
’ close double quote	alt-shift-]
– en dash	alt- - (hyphen)
— em dash	alt-shift- - (hyphen)
… ellipsis	alt- ;
° degrees	alt-shift- 8
• medium bullet	alt- 8
· small bullet	alt-shift- 9
fi f + i ligature	alt-shift- 5
fl f + l ligature	alt-shift- 6
€ Euro symbol (not all fonts)	alt- 2
™ trademark	alt-shift- 2
® registered trademark	alt- r
© copyright	alt- g
¢ cents	alt- 4
# hash	alt- 3
± plus or minus	alt-shift- =
é acute accent (á,é,í,ó,ú)	alt- e, then character
è grave accent (à,è,ì,ò,ù)	alt- ~, then character
ü dieresis (ä,ë,ï,ö,ü)	alt- u, then character
î circumflex accent (â,ê,î,ô,û)	alt- i, then character
ñ tilde (ã,ñ,õ)	alt- n, then character
ç c-cedilla (French)	alt- c

Standard PC format use side number pad

To get this:	Type this:
“ open double quote	num lock- alt- 0147
” close double quote	num lock- alt- 0148
‘ open single quote	num lock- alt- 0145
’ close double quote	num lock- alt- 0146
– en dash	num lock- alt- 0150
— em dash	num lock- alt- 0151
… ellipsis	num lock- alt- 0133
° degrees	num lock- alt- 0176
• medium bullet	num lock- alt- 0149
· small bullet	num lock- alt- 0183
fi f + i ligature	not widely available
fl f + l ligature	not widely available
€ Euro symbol (not all fonts)	num lock- alt- 0128
™ trademark	num lock- alt- 0153
® registered trademark	num lock- alt- 0174
© copyright	num lock- alt- 0169
¢ cents	num lock- alt- 0162
# hash	num lock- alt- 035
± plus or minus	num lock- alt- 0177
é acute accent (é)	num lock- alt- 0233
è grave accent (é)	num lock- alt- 0232
ë dieresis (é)	num lock- alt- 0235
ê circumflex accent (é)	num lock- alt- 0234
ñ tilde (ñ)	num lock- alt- 0241
ç c-cedilla (French)	num lock- alt- 0231

For a wider selection of French characters please see our download tool: 'French Characters'.

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