

Special Characters and How to Access Them

Most typefaces contain many useful characters besides those on the keyboard. Here is how to type those additional characters.

Typographic symbols		Win	Macintosh
... False ellipsis (see notes at end)	0133	;	
† Dagger	0134	t	
‡ Double dagger	0135	shift-7	
• Bullet	0149	8	
– En-dash (see notes at end)	0150	hyphen	
— Em-dash (see notes at end)	0151	shift-hyphen	
Non-breaking space	0160	space	
Broken vertical stroke	0166	not available	
- Soft hyphen	0173	not available	
¶ Pilcrow (paragraph symbol)	0182	7	
◇ Lozenge	na	shift-v	
Typographic quotation marks		Win	Macintosh
‘ Open single quotation mark	0145]	
’ Close single quote/apostrophe	0146	shift-]	
“ Open quotation mark	0147	[
” Close quotation mark	0148	shift-[
Legal symbols		Win	Macintosh
™ Trademark	0153	2	
§ Section	0167	6	
© Copyright	0169	g	
® Registered trademark	0174	r	
Ligatures		Win	Macintosh
Œ OE	0140	shift-q	
œ oe	0156	q	
Æ AE	0198	shift-apostrophe	
æ ae	0230	apostrophe	
fi fi	na	shift-5	
fl fl	na	shift-6	
Superscripts		Win	Macintosh
² Superscript two	0178	not available	
³ Superscript three	0179	not available	
¹ Superscript one	0185	not available	
Math, science, and logic symbols		Win	Macintosh
‰ Per mille (per thousand)	0137	shift-r	
¬ Logical not	0172	l (ell)	
° Degree	0176	shift-8	
± Plus or minus	0177	shift-equal sign	
∞ Infinity	na	5	
₁ Small numeral one	na	shift-b	
∫ Integral	na	b	
∂ Partial differential	na	d	
√ Square root	na	v	
Arithmetic operations		Win	Macintosh
· Multiplication	0183	shift-9	
× Multiplication	0215	not available	
÷ Division	0247	/	
Equality and inequality signs		Win	Macintosh
≠ Not equal to	na	equal sign	
≈ Approximately equal to	na	x	
≤ Less than or equal to	na	comma	
≥ Greater than or equal to	na	period	

Vulgar fractions		Win	Macintosh
¼ One-quarter	0188	not available	
½ One-half	0189	not available	
¾ Three-quarters	0190	not available	
/ Fraction bar	na	shift-1 (one)	
Currency symbols		Win	Macintosh
f Florin	0131	f	
¢ Cent	0162	4	
£ Pound	0163	3	
¤ Currency	0164	shift-2	
¥ Yen	0165	y	
Greek letters (see notes at end)		Win	Macintosh
Δ Upper-case delta	na	j	
μ Lower-case mu	0181	m	
Π Upper-case pi	na	shift-p	
π Lower-case pi	na	p	
Σ Upper-case sigma	na	w	
Ω Upper-case omega	na	z	
Foreign punctuation and symbols		Win	Macintosh
, Base-aligned single close quote	0130	shift-0 (zero)	
„ Base-aligned close quote mark	0132	shift-w	
‹ Single guillemot left	0139	shift-3	
› Single guillemot right	0155	shift-4	
¡ Inverted exclamation mark	0161	1 (one)	
ª Feminine ordinal indicator	0170	9	
« Double guillemot left	0171	\	
º Masculine ordinal indicator	0186	0	
» Double guillemot right	0187	shift-\	
¿ Inverted question mark	0191	shift-/	
Diacritical marks and accents		Win	Macintosh
ˆ Circumflex	0136	shift-i	
˜ Small tilde	0152	shift-n	
¨ Diaeresis (umlaut)	0168	shift-u	
ˉ Macron	0175	shift-comma	
´ Acute	0180	shift-e	
¸ Cedilla	0184	shift-z	
ˆˆ Double acute	na	shift-g	
˙ Dot above	na	h	
˘ Ring above	na	k	
˘˘ Caron	na	shift-t	
˛ Ogonek	na	shift-x	
˘˘ Breve	na	shift-period	
Accented consonants		Win	Macintosh
Š S caron	0138	not available	
Ž Z caron	0142	not available	
š s caron	0154	not available	
ž z caron	0158	not available	
ÿ Y diaeresis	0159	u, shift-y	
Ç C cedilla	0199	shift-c	
Ñ N tilde	0209	n, shift-n	
Ý Y acute	0221	not available	
ç c cedilla	0231	c	
ñ n tilde	0241	n, n	
ý y acute	0253	not available	
ÿ y diaeresis	0255	u, y	

Special Characters and How to Access Them

Accented vowel: A

À	A grave
Á	A acute
Â	A circumflex
Ã	A tilde
Ä	A diaeresis
Å	A with ring
à	a grave
á	a acute
â	a circumflex
ã	a tilde
ä	a diaeresis
å	a with ring

Accented vowel: E

È	E grave
É	E acute
Ê	E circumflex
Ë	E diaeresis
è	e grave
é	e acute
ê	e circumflex
ë	e diaeresis

Accented vowel: I

Ì	I grave
Í	I acute
Î	I circumflex
Ï	I diaeresis
ì	i grave
í	i acute
î	i circumflex
ï	i diaeresis

Accented vowel: O

Ò	O grave
Ó	O acute
Ô	O circumflex
Õ	O tilde
Ö	O diaeresis
Ø	O with stroke
ò	o grave
ó	o acute
ô	o circumflex
õ	o tilde
ö	o diaeresis
ø	o with stroke

Accented vowel: U

Ù	U grave
Ú	U acute
Û	U circumflex
Ü	U diaeresis
ù	u grave
ú	u acute
û	u circumflex
ü	u diaeresis

Miscellaneous foreign letters

Ð	Icelandic upper-case eth
Þ	Icelandic upper-case thorn

Win Macintosh

0192	, shift-a
0193	shift-y
0194	shift-m
0195	n, shift-a
0196	u, shift-a
0197	shift-a
0224	, a
0225	e, a
0226	i, a
0227	n, a
0228	u, a
0229	a

Win Macintosh

0200	, shift-e
0201	e, shift-e
0202	i, shift-e
0203	u, shift-e
0232	, e
0233	e, e
0234	i, e
0235	u, e

Win Macintosh

0204	, shift-i
0205	shift-s
0206	shift-d
0207	shift-f
0236	, i
0237	e, i
0238	i, i
0239	u, i

Win Macintosh

0210	shift-l (ell)
0211	shift-h
0212	shift-j
0213	n, shift-o
0214	u, shift-o
0216	shift-o
0242	, o
0243	e, o
0244	i, o
0245	n, o
0246	u, o
0248	o

Win Macintosh

0217	, shift-u
0218	shift-semicolon
0219	i, shift-u
0220	u, shift-u
0249	, u
0250	e, u
0251	i, u
0252	u, u

Win Macintosh

0208	not available
0222	not available

ß	German ess-tset (double s)	0223	s
ð	Icelandic lower-case eth	0240	not available
þ	Icelandic lower-case thorn	0254	not available

How to type special characters

Win (Windows): while holding down the alt key, type the indicated four-digit code on the numeric keypad. For example, the em-dash is created with the key combination alt-0151.

Macintosh: while holding down the option key, hold down the shift key if necessary and type the indicated character. For example, a bullet is created with the key combination option-8 and an em-dash is created with option-shift-hyphen. Some characters require that a second character be typed; these are indicated by a comma and another key combination. For example, an n-tilde (ñ) is created with option-n followed by an n.

Note: the characters listed above are for the TrueType version of Times New Roman. Most standard typefaces should contain more or less the same character set, but many if not most typefaces will vary, sometimes considerably, from this list. The new Open Type standard roughly doubles the number of available characters, so an Open Type version of a typeface may not be subject to the same limitations in character set.

Some notes on character usage

False ellipsis: avoid this character. It was created for use by the operating system to indicate file or directory names too long to display fully. A true typographical ellipsis separates the periods with spaces . . . like that. If the ellipsis might fall on a line break, use non-breaking spaces to ensure it will remain together.

En-dash: this character is used to indicate date and other ranges (for example, “1990–2000” or “A–Z”) or for a negative sign or subtraction sign (for example, $3 - 5 = -2$). An en is a unit of measure half the point-size of the type being used. For twelve-point type, an en would be six points; for ten-point type, an en would be five points. It is called an en because the upper-case N is, in many typefaces, about half as wide as it is tall.

Em-dash: this character is the classic “dash”, used where one wants to indicate a sudden change in the rhythm of text—for example, setting off a clause or breaking off dialog. An em is a unit of measure equal to the point-size of the type being used. For twelve-point type, an em would be twelve points; for ten-point type, it would be ten points. It is called an em because the upper-case M is, in many typefaces, about as wide as it is tall.

Greek letters: the Greek alphabet has come into wide use in scientific and technical jargon. Many letters mean specific things; definitions for some of the more common ones follow.

Upper-case delta (Δ): used to indicate amount of change; for example, if the low is 45° F and the high is 80° F, the Δt (delta-t, or change in temperature) would be 35°.

Lower-case mu (μ): used in metric measurements to indicate the prefix *micro-*, such as in *microgram*.

Lower-case pi (π): used in geometry to designate the value 3.14159265358 . . . that figures in calculations involving circles.

Upper-case omega (Ω): used in engineering as the symbol for the ohm, the unit of electrical resistance.