

A font like Times typically contains about 256 characters, but your keyboard has fewer than 256 keys. Here is a way to access the special characters. Many symbols and special letters for foreign languages are available in any application by following these steps.

Mac: Type the key or keys on the keyboard while holding down the Option key.

If there is a comma in the code below, hit Option and the key before the comma, then let go all keys, then do the second part without Option.

• 8	- shift+comma	À ` , A	à ` , a
- -	® r	Á e, A	á e, a
— shift+-	™ 2	Â i, A	â i, a
< shift+3	© g	Ã n, A	ã n, a
> shift+4	ª 9	Ä u, A	ä u, a
« \	º 0	Å shift+a	å a
» shift+\	° shift+8	Æ shift+'	æ '
„ shift+w	± shift+=	Ç shift+c	ç c
¡ 1 (one)	%o shift+r	È ` , E	è ` , e
¿ shift+/	/ shift+l	É e, E	é e, e
€ shift+2	· shift+9	Ê i, E	ê i, e
¢ 4	÷ /	Ë u, E	ë u, e
£ 3	∞ 5	Ì ` , I	ì ` , i
¥ y	ı shift+b	Í e, I	í e, i
f f	∫ b	Î i, I	î i, i
† t	∂ d	Ï u, I	ï u, i
‡ shift+7	√ v	Ñ n, N	ñ n, n
§ 6	≠ =	Ò ` , O	ò ` , o
¶ 7	≈ x	Ó e, O	ó e, o
◇ shift+v	≤ comma	Ô i, O	ô i, o
ˆ shift+z	≥ .	Õ n, O	õ n, o
˜ shift+g	¬ l (L)	Ö u, O	ö u, o
· h	Δ j	Ø shift+o	ø o
° k	μ m	Œ shift+q	œ q
˘ shift+t	∏ shift+p	Ù ` , U	ù ` , u
˙ shift+x	π p	Ú e, U	ú e, u
˚ shift+.	Σ w	Û i, U	û i, u
	z	Ü u, U	ü u, u
		ÿ u, Y	ÿ u, y
<i>Alternate ways to type quotes:</i>		˘ e, space	
‘ ]		ˆ i, space	
’ shift+]		˜ n, space	
“ [		¨ u, space	
” shift+[			