A standard TrueType font like Times New Roman 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.

Windows: (Requires number pad. Make sure NumLock light is on.)
1) Hold down the ALT key.
2) Type the 4 number code on the number pad (not numbers above letters on keyboard).
3) Release the ALT key.

"	0034	–	0150	À	0192	à	0224
'	0039	—	0151	Á	0193	á	0225
‘	0145	¦	0166	Â	0194	â	0226
’	0146	¬	0172	Ã	0195	ã	0227
“	0147	¯	0175	Ä	0196	ä	0228
”	0148	®	0174	Å	0197	å	0229
‚	0130	™	0153	Æ	0198	æ	0230
´	0180	©	0169	Ç	0199	ç	0231
‹	0139	ª	0170	È	0200	è	0232
›	0155	º	0186	É	0201	é	0233
«	0171	°	0176	Ê	0202	ê	0234
»	0187	±	0177	Ë	0203	ë	0235
„	0132	‰	0137	Ì	0204	ì	0236
¡	0161	¼	0188	Í	0205	í	0237
¿	0191	½	0189	Î	0206	î	0238
€	0128	¾	0190	Ï	0207	ï	0239
¢	0162	·	0183	Ñ	0209	ñ	0241
£	0163	×	0215	Ò	0210	ò	0242
¥	0165	÷	0247	Ó	0211	ó	0243
ƒ	0131	¹	0185	Ô	0212	ô	0244
¤	0164	²	0178	Õ	0213	õ	0245
†	0134	³	0179	Ö	0214	ö	0246
‡	0135	µ	0181	Ø	0216	ø	0248
§	0167	Ð	0208	Œ	0140	œ	0156
¶	0182	ð	0240	Š	0138	ß	0223
ˆ	0136	Þ	0222	Ù	0217	š	0154
¨	0168	þ	0254	Ú	0218	ù	0249
˜	0152			Û	0219	ú	0250
¸	0184			Ü	0220	û	0251
•	0149			Ý	0221	ü	0252
				Ÿ	0159	ý	0253
				Ž	0142	ÿ	0255
						ž	0158