

Entering special characters

Certain characters are not available directly on all keyboards. In any Windows program, you can enter any of the characters listed below by pressing the Alt key while typing the 4-digit number using the numeric keypad. Be sure to have the Num Lock set: this technique will not work with the normal number keys.

The example characters are displayed in the Times New Roman font. Most standard fonts have the same character set.

Math:	™ = 0153	° = 0186	Â = 0194	ë = 0235	œ = 0156
< = 0060	® = 0174	¹ = 0185	Ã = 0195	Ë = 0204	Š = 0138
> = 0062	= 0160	² = 0178	Ä = 0196	Í = 0205	š = 0154
¬ = 0172	ƒ = 0131	³ = 0179	Å = 0197	Î = 0206	Û = 0217
± = 0177	... = 0133	« = 0171	Æ = 0198	Ï = 0207	Ú = 0218
× = 0215	† = 0134	» = 0187	à = 0224	ì = 0236	Û = 0219
÷ = 0247	‡ = 0135	Accents:	á = 0225	í = 0237	Ü = 0220
= 0124	¶ = 0182	^ = 0094	â = 0226	î = 0238	ù = 0249
¡ = 0166	· = 0183	` = 0096	ã = 0227	ï = 0239	ú = 0250
µ = 0181	\ = 0092	~ = 0126	ä = 0228	Ñ = 0209	û = 0251
¼ = 0188	{ = 0123	, = 0130	å = 0229	ñ = 0241	ü = 0252
½ = 0189	} = 0125	„ = 0132	æ = 0230	Ò = 0210	Ý = 0221
¾ = 0190	¤ = 0164	^ = 0136	Ç = 0199	Ó = 0211	ý = 0253
Typography:	_ = 0095	< = 0139	ç = 0231	Ô = 0212	ÿ = 0159
“ = 0147	‰ = 0137	> = 0155	Ð = 0208	Õ = 0213	ÿ = 0255
” = 0148	International:	~ = 0152	Ð = 0240	Ö = 0214	ø = 0248
‘ = 0145	ç = 0162	¨ = 0168	È = 0200	Ø = 0216	ß = 0223
, = 0146	£ = 0163	- = 0173	É = 0201	ò = 0242	Ɔ = 0222
• = 0149	¥ = 0165	¯ = 0175	Ê = 0202	ó = 0243	Ɔ = 0254
– = 0150	¡ = 0161	´ = 0180	Ë = 0203	ô = 0244	
— = 0151	¿ = 0191	, = 0184	è = 0232	õ = 0245	
§ = 0167	ª = 0170	À = 0192	é = 0233	ö = 0246	
© = 0169	º = 0176	Á = 0193	ê = 0234	Œ = 0140	

Notes:

In Word for Windows, you can also access special characters with the *Insert Symbol...* menu and choose any font. As well, a selection of common characters are available with pre-defined entry sequences. These are defined in the *Insert Symbol...* menu's *Special Characters* tab dialog box (where you can also define your own key sequences to access often-used characters).

- Character 0160 is a “fixed space” that can be used to prevent words from breaking over a line (i.e. US \$100). In Word for Windows, it can be entered as Shift-Ctrl-Spacebar.
- For a “non-breaking” hyphen, type Shift-Ctrl-Hyphen.
- The “en” dash (—; character 0150) is used for ranges of numbers (1992–94), and as a minus symbol (5–2=3 vs. 5-2=3) and can be entered as Ctrl-NumPadHyphen.

- The “em” dash (—; character 0151) should be used instead of “-” and can be entered as Ctrl-Alt-NumPadHyphen.
- The “ellipsis” character (...; character 0133) should be used instead of three periods (... vs. ...).
- Shortcut keyboard entry for common accents include:
acute = Ctrl+' char (áÂ); cedilla = Ctrl+, char (çÇ);
slash = Ctrl+/ char (øØ ç); grave = Ctrl+` char (àÄ);
dieresis = Ctrl+Shift+; char (äÄ);
tilde = Ctrl+Shift+` char (ñÑ);
ring = Ctrl+Shift+2 char (åÅ);
circumflex = Ctrl+Shift+6 char (âÂ); and
diphthong = Ctrl+Shift+7 char (æ œ Æ Æ)