

# typesetting tools: special characters

Character/ Glyph	Description	MacOS	Windows	HTML Code
‘	left single quote	option - ]	Alt + 0145	&lsquo;
’	right single quote	option - shift - ]	Alt + 0146	&rsquo;
“	left double quote	option - [	Alt + 0147	&ldquo;
”	right double quote	option - shift - [	Alt + 0148	&rdquo;
™	trademark sign	option - 2	Alt + 0153	&trade;
®	registered trademark	option - r	Alt + 0174	&reg;
©	copyright symbol	option - g	Alt + 0169	&copy;
—	em dash	option - shift -hyphen	Alt + 0151	&mdash;
–	en dash	option - hyphen	Alt + 0150	&ndash;
	nonbreaking space / indent		Alt + 0160	&nbsp;
¢	cent sign	option - 4	Alt + 0162	&cent;
£	pound sterling	option - 3	Alt + 0163	&pound;
¥	yen sign	option - y	Alt + 0165	&yen;
€	euro sign	shift - option - 2	Alt + 0128	&euro;
§	section symbol	option - 6	Alt + 0167	&sect;
°	degree symbol	option - shift - 8	Alt + 0176	&deg;
±	plus or minus	option - shift - =	Alt + 0177	&plusmn
•	bullet or iist dot	option - 8	Alt + 0149	&bull;
...	ellipsis = three dot leader	option - ;	Alt = 0133	&hellip;
×	multiplication sign	shift - 8	Alt + 0215	&times;
÷	division sign	option - /	Alt + 0247	&divide;
ñ	lowercase <b>n</b> w/ tilde (spanish)	option - n n	Alt + 0241	&ntilde;
é	lowercase <b>e</b> w/ acute accent	option - e e	Alt + 0233	&eacute;
´	acute accent	option - shift - e	Alt + 0180	&acute;
¼	one-fourth fraction		Alt + 0188	&frac14;
½	one-half fraction		Alt + 0189	&frac12;
¾	three-fourths fraction		Alt + 0190	&frac34;
†	dagger	option - t	Alt + 0134	&dagger;
‡	double dagger	option - shift - 7	Alt + 0135	&Dagger;
‰	per mille sign	option - shift - r	Alt + 0137	&permil;

